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College and Research Libraries

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By BERNARD M. FRY, I. A. WARHEIT and G. E. RANDALL

The Atomic Energy Commission Library System: Its Origin and Development

Mr. Fry is chief librarian, Atomic Energy Commission, Washington, D.C.; Mr. Warheit is chief, and Mr. Randall assistant chief, Library Section, Technical Information Branch, Oak Ridge.

THE PROVISION of library service to the atomic energy program is unusual in several respects—in its scope, in its organization and in the methods of achieving dissemination within security controls. In the past three years the Atomic Energy Commission has developed a large, unique, decentralized library system which includes all of the libraries of the Atomic Energy Commission and its contractors dispersed from Long Island to Los Angeles.

The size of the system can be estimated by the extent of the services the units in the system obtained from the central Oak Ridge A.E.C. Library. In 1948 the central library distributed 50,000 research and development reports, sent over two million catalog cards indexing reports to the 68 catalogs of the system's libraries, answered 2500 reference or information requests, and issued 50,000 copies of its three bibliographic journals.

The libraries in the Atomic Energy Commission system are not centrally controlled and administered. Each library is independent of the others and is administered by contractors at the various sites. To comprehend this decentralized system, a short résumé of the A.E.C. organization is desirable. The A.E.C. maintains its headquarters offices in Washington, D.C. Among its basic principles is that of contracting with industry and educational institutions for the operation of its production and research activities. In each area where these activities are carried on, the A.E.C. has an operations office which supervises and controls the activities of the contractors of that area. The A.E.C. in Washington and its operations offices have approximately 4500 employees, its contractors have 70,000 employees. Libraries are maintained by each contractor as well as by A.E.C. at Washington and Oak Ridge and certain regional offices. Those maintained by the contractor are supervised by and responsible to the line organizations of the contractor.

Some of these libraries, notably those serving the larger laboratories, Argonne, Brookhaven, Los Alamos, Oak Ridge, etc., have large, well-organized holdings in atomic energy and related fields which are being rapidly developed into great scholarly collections, unique in their areas. The typical library consists of a comprehensive collection of scientific and technical publications, plus a separate document file room for classified research and development reports. While each of these libraries is primarily interested in giving library service to its installation personnel, the service frequently exceeds this limitation. All

libraries give and receive interlibrary loan service. Brookhaven is extensively engaged in bibliographic work which receives wide distribution. Libraries at the production plants of Oak Ridge (K-25 and Y-12) and Hanford contribute to the A.E.C. cataloging program for reports. Argonne initiated an indexing system for the plutonium project reports which was expanded by the commission to cover all A.E.C. reports.

In spite of this decentralization, the libraries, by virtue of the common interest, have formed a definite operating system. They use the same materials, draw upon the same centralized cataloging, reference and bibliographic services, and are limited in the exchange of documents to authorized project personnel.

This library system has evolved in the past three years. During the war it was necessary to protect the secret of the activities of the U. S. Army Manhattan Engineer District (the military predecessor of the A.E.C.) by the most stringent security regulations. One of the methods used was that of compartmentalization, limiting the information available to personnel to that actually required for the performance of their work. While this type of restriction made the manufacture of the atomic bomb the best kept secret in history, it inherently caused waste and unnecessary duplication of research. In the spring of 1946, the Manhattan District established a system for controlled exchange of scientific and technical information to promote wider authorized dissemination within the district and the release of certain types of information to the public. To implement this program, a declassification unit was established to review and remove the security classification from selected reports and thereby make them available to the public. At the same time a library unit was also started in the research division at Oak Ridge to facilitate the exchange of research and development reports between the various installations engaged in atomic energy work.

Within a few months the library at Oak Ridge amassed a substantial collection of reports. Because of the rigid security regulations, certain types of information on nuclear science could not be found in the open literature. Project personnel had to rely on the reports written by their co-workers in the field which explains the emphasis placed on reports by the libraries in the system. In the Oak Ridge A.E.C. Library there are now over 75,000 copies of 18,000 different project research and development reports. This collection is growing at the rate of 250 to 300 report titles per month.

Originally this central library was the primary source used by a field installation library to obtain reports from other installations on subjects of interest to its patrons. In June 1947, however, a system of direct distribution of current reports was established. Although this system has been in operation over a year, the A.E.C. Library still distributes an average of 4000 reports a month while it receives approximately half that number from the automatic distribution of current reports. As a result the library uses its extra copy file heavily and reproduces reports extensively from its master file. These figures apply only to those reports whose distribution must be controlled for security reasons. The unclassified and declassified report distribution from the library has exceeded 50,000 reports in a month, but much of this distribution was to non-A.E.C. recipients. This activity of the library will be discussed later.

Originally, under the Manhattan District, the library was a part of the Oak Ridge Research Division. When the A.E.C. offices were established in Washington, a Public and Technical Information Division, composed of public information, declassification, and technical infor-

mation staff offices, was established and the library was made a part of the Technical Information Branch. In addition to library services, the Technical Information Branch is concerned with publication activities including the editing of *National Nuclear Energy Series* and the operation of the printing plant. At the time of the establishment of the Washington office the Oak Ridge librarian was transferred to Washington where he serves in a staff capacity as chief librarian of the Technical Information Branch.

Document Control

The care and handling of a large volume of classified information imposes many unique problems on A.E.C. installation libraries. This has required the development of special techniques in document control. To meet essential security requirements the documents must be carefully housed and protected against theft and disclosure to persons not authorized to have access to the information. It is important to know not only what documents are held but to know from whence they came, where and when they were sent, and the authority for their distribution.

To assure that this information is available, an inventory unit of the Oak Ridge library must continuously audit the holdings and trace down any misplaced documents. Originally a multiple copy receipt recorded each document transmittal, but because many receipts were used to record mass rather than individual transmittals and many of the individual reports were frequently transmitted and additional copies made, the receipt file became bulky, cumbersome and inefficient to operate. As a first step a posting system, involving the use of log books and ledger sheets was used. Later cardineer cards were used. When the number of documents handled became very large, this manual operation became inefficient and an I.B.M. punched card system for inventorying and recording the receipt and transfer of documents was instituted.

Document control has been a frequent subject of discussion at the semiannual A.E.C. library conferences. This problem is not unique to the A.E.C. but is perhaps receiving more concentrated attention than elsewhere. A great many librarians in government and industrial organizations have also been faced with this problem of careful accounting for individual documents for security reasons. Stringent control of documents will continue to be a problem as long as the international conditions require security precautions, in accordance with terms of the Atomic Energy Act of 1946.

Cataloging of Reports

One of the most obvious needs of the installation libraries was a central cataloging system which could provide an index to the report collections in much the same way the Library of Congress provides catalog cards to the public and university libraries.

The first requirement was the establishment of a list of subject headings adequate to index all A.E.C. research and development reports. The nucleus of such a service for the plutonium project had been developed during the war at the Metallurgical Laboratory of the University of Chicago. Fussler and Schram had devised a list of subject headings and had cataloged the reports issued at that site. Although their list of subject headings was based on a relatively large collection of reports, the collection was limited in its subject scope by the interest of the Metallurgical Laboratory and was not adequate to cover all the activities of the other Manhattan District installations.

A hurried expansion of the subject headings was made late in 1946 and the Oak Ridge library began to catalog reports and

distribute the catalog cards. In 1948 there were 68 installation catalogs, some of which exceeded 80,000 cards, all serviced by A.E.C. The first expansion of the list of subject headings left much to be desired. A complete revision would have required extensive and basic changes. On the one hand there was the obvious need for a definitive list of subject headings on atomic energy and on the other was this large number of rather extensive catalogs all of which would have to be revised and reworked. When consulted, however, the individual librarians agreed that the extensive revision of the subject headings was both desirable and necessary. The revision which utilized the competence of many subject specialists was started in the spring of 1948, completed in December and distributed to all A.E.C. affiliated libraries. At present an unclassified version of the subject heading list is being compiled for general use and release to the public. This edition should be available soon. Until it appears it is possible to use the *Declassified Documents Cumulated Index,* covering the first 2023 declassified documents and the subject index of *Nuclear Science Abstracts* to establish subject headings for nuclear science topics.

Bibliographic Services

After the bombs were dropped, compartmentalization restrictions were relaxed in 1946 to permit wider dissemination of information within the project. As a result, reports were received at a rate which made it physically impossible to keep up with all the current information, without some of the usual bibliographic aids. A bibliographic unit was organized by the central library to meet this need in September 1946. The first three assignments were: A compilation of title lists of Manhattan District declassified reports as they were issued; a publication entitled *Atomic Energy in Foreign Countries;* and a semimonthly abstract journal entitled *Guide to Published Research on Atomic Energy.*

The title list of declassified documents evolved into *Abstracts of Declassified Documents. Atomic Energy in Foreign Countries* was merged in 1947 with the *Guide to Published Research on Atomic Energy.* In July 1948 the two were combined into *Nuclear Science Abstracts* which is published semimonthly. The bibliographic unit also provides a title list and an abstract journal covering the classified research and development reports.

Distribution and utilization of *Nuclear Science Abstracts* is not limited to A.E.C. affiliated libraries. It is available to the public by subscription and is sent free of charge to government document depository libraries and research institutions and agencies. In addition it is made available on an exchange basis to all learned societies, institutions and other organizations issuing scientific and technical publications. By means of the exchange program many worthwhile publications not otherwise obtainable are added to the library resources of the A.E.C. *Nuclear Science Abstracts* is not limited in coverage to A.E.C. documents but abstracts and indexes all available literature of interest to personnel engaged in nuclear research. Late in 1948, the John Crerar Library was given a contract to assist in the compilation of this journal. The first volume of 12 issues indicates it will run about 1000 pages and include about 5000 abstracts per year, roughly equivalent to *Physics Abstracts.*

Central Reference Service

The first service which the A.E.C. Library provided was the finding of reports to fill the many requests from the scattered collections. Before the card catalog was completely organized and in the days when reports were not all formalized, a request often required an extensive search before it

could be filled. The standard distribution of current reports has decreased the simple individual requests,, but 800 requests per month are still received by the central library for reports and technical information. While some of these are still easily answered, more and more of the requests are on a subject basis, many of them for specific information or bibliographies. The unit originally organized to find reports is now providing the central reference service required to meet these new requests for information and is often called upon to procure information which can only be obtained from scientists before it is written up in the report literature. In addition to subject requests the unit also makes extensive bibliographic searches.

Public Distribution

As the A.E.C. declassified documents were released they were made available to the public through journal publication and through the Office of Technical Services. It soon became apparent, however, that only about a third of the released material could reach the public through these channels. The requests for documents became so insistent that it was decided either to sell them through the Superintendent of Documents or, as it proved more feasible, to sell them from Oak Ridge as a sales agent for the Superintendent of Documents.

This sales activity became a part of the library function in July 1948. Since its inception the Document Sales Agency has issued 11 monthly price lists which list 1064 documents. This represents well over one third of the available 2500 released titles.

Reports which are to be published in the open literature are not offered for sale. At present about 11,000 documents are sold each month. To this must be added the 40,000 monthly "official distribution" which goes to other government agencies, depository libraries and research institutions.

Conclusion

These activities of the A.E.C. Central Library have required a staff of approximately 80, including five professional librarians, 13 subject specialists, nine subprofessionals and the remainder clerical assistants. This large staff is due in part to the enormous amount of detailed work required in the handling of classified materials. However by work simplification, on-the-job training and mechanization, efficiencies have been progressively achieved in the past year. For example, in January 1948, 8432 cards were processed and distributed per member of the cataloging and card distribution unit. By December this figure was raised to 21,857 cards per employee. The maximum number of classified documents the section could handle used to be 5000 per month; now with I.B.M. equipment well over 9000 in a month have been processed without reaching capacity. This has been a fascinating and unusual experience for the librarians concerned in developing procedures and in applying library principles and techniques to new and highly specialized material.

By LEWIS F. STIEG

Retirement Plans for College and University Librarians

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IN 1947 the A.L.A. Committee on Annuities, Pensions and Life Insurance requested a study of retirement provisions for librarians in colleges and universities. This study was undertaken for the purpose of discovering: (1) To what extent librarians in institutions of higher education are covered by retirement plans; (2) Under what conditions those plans are available to librarians.

The data are derived from two sources: William C. Greenough's *College Retirement and Insurance Plans* (New York, Columbia University Press, 1948), and a questionnaire. Greenough's book is a comprehensive and thorough analysis of the subject for four-year institutions, but it does not provide specific information regarding librarians as a group. The questionnaire, a copy of which forms Appendix I, was sent to the librarians of all continental U.S. institutions listed in the U.S. Office of Education's 1946-47 *Educational Directory: Colleges and Universities.* The data provided by it are summarized in Tables II-VI. Occasionally totals do not agree in these tables. Discrepancies, however, are apparent rather than real. Not all questionnaires were answered in full; in some cases one institution gave two or more answers to the same question because alternative retirement plans were available.

The figures on returns from the questionnaire are analyzed in Table I. The replies from junior colleges are so few that no conclusions can be drawn from them. This group is, therefore, omitted whenever tabulations have been combined to provide more general information. For the other types of educational institutions, however,

Table I
Replies to Questionnaire

	Sent	Returned	Per Cent
Colleges and Universities	783	301	38
Teachers Colleges	212	39	18
Professional and Technological Schools	265	29	11
Junior Colleges	435	34	8
Total	1695	403	23

the sample seems to be reasonably reliable. If all returns except those from junior colleges are considered together, 81 per cent report some kind of retirement plan for their faculties. Greenough found that four out of five of the 906 institutions from which he secured information have retirement plans for the faculty.[1] Other figures from the questionnaire sample also show a high degree of correspondence with comparable figures from Greenough's much larger sample. For example, Greenough's Table I reports 45.7 per cent of U.S. colleges and universities using the Teachers Insurance and Annuity Association of America plan, 22.1 per cent using a publicly administered plan, and 17.3 per cent using some other type of plan.[2] The comparable

[1] Greenough, William C., *College Retirement and Insurance Plans.* New York, Columbia University Press, 1948, p. 6-7.
[2] *Ibid.*, p. 4.

Table II
Universities

	Public		Private	
	Number	Per Cent	Number	Per Cent
Institutions replying	44		22	
Faculty status for librarians	14	32	10	45
Administrative officer status for librarians, but not faculty	6	14	3	13
No retirement plan for faculty	2	5	3	14
Retirement plan for faculty				
State plan	20	47	0	0
T.I.A.A. plan	14	33	10	63
Other plan	9	20	6	37
Professional library staff included in faculty retirement plan	32	73	15	69
Clerical library staff included in faculty retirement plan	25	57	8	36
Chief librarians only included	5	11	3	14
Separate plan for professional staff	5	11	1	5
Separate plan for clerical staff	10	23	2	9
Compulsory participation—institutions with retirement plan	31	72	8	50
Voluntary participation—institutions with retirement plan	7	16	5	31

figures from the questionnaire returns are 37.0, 20.8 and 18.9 per cent.

The sample provided by the replies to the questionnaire can not, however, be considered representative of all institutions of higher education with regard to provision of retirement plans. Many of the institutions which did not reply are small or unaccredited; a very large proportion of the smaller Catholic colleges did not reply. It is probable that among these groups many more than 20 per cent have no retirement plan. Greenough came to the same conclusion for the institutions from which he could not secure information: "It may be assumed that few of them have any organized plans providing for retirement income. Careful checks of secondary information . . . confirm this conclusion."[3]

The extent to which Greenough considered his sample representative can be deduced from the two following statements: "Over 80 per cent of the colleges, covering more than 90 per cent of the teachers employed, responded to requests for information. Of the institutions that responded, about four out of five have retirement plans."[4] In a summary he concludes: "Two-thirds of the colleges, universities, and state teachers colleges in the United States, employing over 85 per cent of the total number of faculty members, now have retirement plans."[5]

Of the institutions which returned the questionnaire, approximately three-fourths of those with a faculty retirement plan also provide some kind of retirement income for librarians. Publicly supported institutions provide retirement plans more often than the private college or university. In an insignificant number of cases, the professional librarian is covered by a plan different from that offered the teaching staff.

The chief librarians returning the questionnaire reported a total of 3086 professional personnel. If the estimate in the A.L.A. report, *Post-war Library Personnel,* of 5000 professional librarians in college and university libraries is correct,[6] the data

[3] *Ibid.*, p. 7.

[4] *Ibid.*
[5] *Ibid.*, p. 62.
[6] American Library Association *Post-war Library Personnel, a Report,* (Mimeographed, 1944), p. 5.

covers three-fifths of the librarians employed. For this group, retirement plans are provided for 82 per cent.

In about 55 per cent of the institutions reporting, librarians have faculty status. In another 19 per cent, they are classified as administrative officers, but not as faculty.

Table III
Colleges

	Public		Private	
	Number	Per Cent	Number	Per Cent
Institutions replying	41		194	
Faculty status for librarians	27	66	115	59
Administrative officer status for librarians, but not faculty	10	24	35	18
No retirement plan for faculty	7	17	44	23
Retirement plan for faculty				
State plan	28	74	1	1
T.I.A.A. plan	2	5	102	75
Other plan	8	21	33	24
Professional library staff included in faculty retirement plan	29	70	123	63
Clerical library staff included in faculty retirement plan	22	54	45	23
Chief librarians only included	1	2	12	6
Separate plan for professional staff	0	0	9	5
Separate plan for clerical staff	2	5	8	4
Compulsory participation—institutions with retirement plan	30	79	80	59
Voluntary participation—institutions with retirement plan	4	11	54	39

The interpretation of the answers to this question presented some difficulties. Only those institutions were counted as having faculty or administrative status which assigned it to half or more of the professional staff. Their classification can have a very important bearing on their eligibility to participate in retirement plans. Greenough reports, for example, that about 16 per cent of the institutions using T.I.A.A. plans restrict coverage to faculty. Another 58 per cent limit coverage to faculty and administrative officers, while only some 26 per cent provide coverage for substantially all employees.[7]

The clerk on the library staff enjoys the right to participate in a retirement plan much less frequently than the professional librarian. Approximately 41 per cent of the four-year institutions reporting make provision for this class of personnel. The publicly supported university gives him the privilege most often, usually through a state or municipal plan for all clerical employees of the governmental unit. The private colleges answering the questionnaires reported the smallest percentage of plans covering library clerks.

O. C. Carmichael, in his foreword to Greenough's book, says:

> While a large proportion of the colleges and universities of the United States and Canada have plans for the retirement of professors, relatively few make provision for the nonacademic staffs of their institutions . . . In view of the social security laws that compel business and industry to provide for their employees, it is becoming more and more obvious that institutions which are not covered by these laws must make some provision for all their workers.[8]

Although the library clerk may now be denied participation in retirement plans in a

[7] Greenough, *op. cit.*, p. 233.

[8] *Ibid.*, p. vii.

Table IV

State Teachers Colleges

	Number	Per Cent
Institutions replying	39	19
Faculty status for librarians	24	61
Administrative officer status for librarians, but not faculty	8	22
No retirement plan for faculty	5	13
Retirement plan for faculty		
State plan	28	85
T.I.A.A. plan	3	9
Other plan	2	6
Professional library staff included in faculty retirement plan	32	82
Clerical library staff included in faculty retirement plan	16	41
Chief librarians only included	1	3
Separate plan for professional staff	1	3
Separate plan for clerical staff	2	5
Compulsory participation—institutions with retirement plan	24	72
Voluntary participation—institutions with retirement plan	4	12

Table V

Professional and Technical Schools

	Number	Per Cent
Institutions replying	29	11
Faculty status for librarians	13	45
Administrative officer status for librarians, but not faculty	8	27
No retirement plan for faculty	10	34
Retirement plan for faculty		
State plan	0	0
T.I.A.A. plan	6	33
Other plan	12	67
Professional library staff included in faculty retirement plan	17	58
Clerical library staff included in faculty retirement plan	11	38
Chief librarians only included	1	3
Separate plan for professional staff	1	3
Separate plan for clerical staff	1	3
Compulsory participation—institutions with retirement plan	9	50
Voluntary participation—institutions with retirement plan	10	55

large majority of colleges and universities, the outlook for the future is good.

Today most new retirement plans cover all academic staff members . . . and a growing number include all employees. College officers are now studying the problems of coverage of nonacademic employees.[9]

There seems little doubt that most college officers are convinced of the necessity for providing retirement plans. Returns to the questionnaire indicate that there has been a gradual growth of the movement among private institutions since 1900, with a slight acceleration during the last two decades. Among public institutions, most of the plans were adopted since 1930. During the past few years many institutions have revised plans adopted earlier to provide greater benefits and more extensive coverage. The concept of social security seems to be fairly generally accepted by the American people, and further developments in the college and university field can be expected.

[9] *Ibid.*, p. 31.

The problem is largely one of ways and means. In this connection, the legislation now pending before Congress to extend the Federal Social Security Act is important. Participation in this program by colleges and universities may be the answer to the problem of librarians and particularly of clerks who are not now covered in other ways. Mobility of clerks is usually from one clerical position to another within the same community, rather than from one college to another. The Federal Social Security Act is, therefore, better adapted to the retirement needs of this group. It should be noted, however, that the proposed extension of the act makes participation by nonprofit educational institutions voluntary rather than compulsory.[10]

The conditions under which faculty, librarians, and others participate in retirement plans are analyzed in detail by Greenough.[11] Two questions seem to be particularly crucial at the present time: (1)

[10] *New York Times*, Aug. 9, 1949, p. 1, 18.
[11] *Op. cit.*, p. 77-180.

the adequacy of benefits, and (2) the forfeiture provisions of many plans. The objectives of a retirement plan are defeated unless the individual is assured an adequate income when he reaches retirement age.

A large majority of the fixed contribution plans require contributions of 5 percent of salary from the participant and 5 percent from the institution, rates that no longer produce reasonably adequate retiring allowances. Likewise, the majority of fixed benefit plans establish a ceiling on benefits that is too low to meet the needs of retiring college teachers.[12]

Most of the publicly administered plans, nonfunded, and self-funded plans, include forfeiture provisions. If the employee severs his connection with the institution he is usually forced to cash in the accumulation set aside during employment for his retirement, and he usually forfeits the amounts contributed by the employer. The adverse effects of these provisions upon recruiting, mobility of personnel, and retention of second-rate employees are carefully listed by Greenough.[13] He definitely advocates a contract system like that of T.I.A.A., whereby the individual retains the value of all contributions made on his behalf, but cannot cash or otherwise defeat the purpose of his contract.

The library staff offers many of the same personnel problems as the faculty. Too little or too much turnover are both undesirable. Greenough's arguments for the contract type of retirement plan without forfeiture clauses are difficult to refute. It seems likely that most college and university library staffs could be strengthened more easily and more quickly if librarians were universally entitled to participate in a contract type of retirement system.

It is interesting to note the extent to which eligible librarians have chosen to participate in voluntary plans. In 50 per cent of the private institutions with such voluntary participation, half or more of the librarians are acquiring retirement protection. In nine per cent of the public institutions with voluntary plans, half or more

Table VI
Junior Colleges

	Public		Private	
	Number	Per Cent	Number	Per Cent
Institutions replying	15		19	
Faculty status for librarians	14	93	15	79
Administrative officer status for librarians, but not faculty	1	7	1	5
No retirement plan for faculty	2	11	10	53
Retirement plan for faculty				
State plan	7	70	0	0
T.I.A.A. plan	2	20	4	50
Other plan	1	10	4	50
Professional library staff included in faculty retirement plan	11	73	9	47
Clerical library staff included in faculty retirement plan	4	27	5	26
Chief librarians only included	0	0	0	0
Separate plan for professional staff	2	13	0	0
Separate plan for clerical staff	1	6	0	0
Compulsory participation—institutions with rement plan	11	74	5	63
Voluntary participation—institutions with retirement plan	0	0	3	38

[12] *Ibid.*, p. 39.

[13] *Ibid.*, p. 42-47.

of the librarians have chosen to participate. These facts seem to support Greenough's statement that "the experience of colleges with no retirement plans or with voluntary plans shows that it is wishful thinking to believe that all or even a substantial portion of college staff members will make adequate provision for their old age if left to their own devices."[14]

The answers to the final question—"Do you consider your retirement plan an asset in attracting the type of staff member you want for the library?"—revealed interesting reactions that cannot easily be tabualted. Many librarians responded with much more than a plain "yes" or "no." In general, about three-fourths replied in the affirmative. Some felt so strongly on the subject that they apparently considered the question superfluous. There are apparently two major reasons for a negative answer to this question: (1) the plan itself is unsatisfactory, particularly with regard to adequacy of retirement income; (2) the younger librarian at the beginning of his career is not particularly concerned about retirement. The fact that the majority of beginning librarians are young women makes the effect of the second factor even stronger.

To summarize, the professional library staff is eligible to participate in the retirement plans of about three-fourths of the institutions which have them for faculty. Plans covering librarians are probably available in a little less than one-half of all the four-year institutions of higher education in the United States. These institutions, however, probably employ about 80 per cent of all college and university librarians. In about 40 per cent of the institutions with retirement plans, library clerks are eligible to participate. Publicly supported institutions provide retirement for librarians and clerks more often than private, but almost all their plans include forfeiture provisions. Much work still needs to be done in extending coverage of retirement plans and particularly in improving the benefits and conditions of participation.

[14] *Ibid.*, p. 32.

Appendix I

Sample Questionaire

AMERICAN LIBRARY ASSOCIATION

COMMITTEE ON ANNUITIES, PENSIONS AND LIFE INSURANCE

Name of library: .....

Answered by: ..... Title: .....

1. Size of staff (do not include student assistants): Professional ..... Clerical .....

2. Does the professional staff have academic rank? Yes ..... No ..... Are professional staff members classified as "administrative officers"? Yes ..... No .....

3. Does your institution have a retirement plan for the faculty? Yes ..... No ..... When was it adopted?

4. (a) Is the professional library staff eligible to participate in this plan? Yes ..... No ..... Is the clerical staff eligible to participate? Yes ..... No ..... When was the plan made available to professional staff members? To clerical staff?

   (b) Is there a separate retirement plan for the professional library staff? Yes ..... No ..... When was it adopted? Is there a separate plan for the clerical staff? Yes ..... No ..... When was it adopted?

5. What are the conditions of participation: voluntary or compulsory; age limit; rank, etc.?

6. Is there a waiting period for participation? Yes ..... No ..... How long (in years)?

7. How many library staff members are now participating in the retirement plan? Professional ..... Clerical ..... How many retired staff members are now drawing benefits from the plan? Professional ..... Clerical .....

8. What is the retirement age for professional library staff? Voluntary ..... Compulsory ..... What is the retirement age for clerical staff? Voluntary ..... Compulsory ..... Is retirement possible for disability? Under what conditions?

9. Describe briefly your retirement plan. If you prefer, use the back of the sheet to answer this question.

   a. CONTRIBUTORY
      What per cent is contributed by the staff member? .....
      What per cent is contributed by the institution? .....
      Is there a limit on the institution's contributions? ..... If so, how much? .....

   b. NON-CONTRIBUTORY
      Does the institution contribute the entire amount?
      Does the individual contribute the entire amount?
      How are retirement benefits determined?

   c. CONTRACTS
      Do you use Teachers Insurance and Annuity Association annuity contracts? .....
      Do you use annuity contracts with another insurance company? .....
      Do you accumulate your own funds? .....
      Is your plan part of a retirement system for public employees? ..... State .....; Municipal .....; County .....; Special group of educational employees in the city or state .....
      Is your plan part of a retirement system for religious workers?

   d. BENEFITS
      How are benefits determined?

      Are death benefits available?

      Are any supplementary benefits available, e.g., adjustments for employees who are within a few years of retirement age at the time the plan was adopted?

      What provision is made for the employee who leaves the service of the institution before reaching retirement age?

10. Do you consider your retirement plan an asset in attracting the type of staff member you want for the library?

By JOE W. KRAUS

The Qualifications of University Librarians, 1948 and 1933

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PREVIOUS ARTICLES on the qualifications of university librarians have been limited to discussions of the desirable educational, professional and personal qualifications of the ideal university librarian, but little information has been compiled on the qualifications of the men who are serving as chief librarians of the larger universities of the country.[1] This article deals with the academic background and previous experience of the chief librarians of the member institutions of the Association of American Universities in the United States. From an objective point of view, there may be no "ideal" university librarian among these men, but nevertheless they are administering the affairs of some of the largest university libraries of the United States.

The member institutions of the Association of American Universities provide an arbitrary but workable list of the outstanding universities of the country.[2] That this selection has merit as well as logic is shown by two facts: These universities awarded 73 per cent of all doctorates conferred by American universities during the years 1929-30 to 1945-46,[3] and no library of less than 380,000 volumes[4] is included. It is assumed that the chief librarians of these institutions are, or at least should be, among the best university librarians in the United States.

Fairly complete biographical information was available from the usual sources on 31 of the 32 individuals serving as chief librarians of these institutions in December 1948, and for 29 librarians holding the same positions in December 1933. An analysis of the academic and professional qualifications of these men (and one woman) has been made to determine: (1) what common elements may be found in the preparation for their present positions, and (2) what changes in the qualifications of university librarians have taken place during the past 15 years. Obviously only external qualifications can be considered here. The highly important qualities of executive ability, scholarship and personality certainly cannot be subjected to tabulation.

The age of the librarians of these large universities in 1948 ranges from 34 to 69 years, with a median age of 45. The age at the time of appointment to their present positions ranges from 34 to 56, with a median age of 40. Of the 31 librarians serving in 1948, 15, or nearly 50 per cent, have earned doctorates, mainly in library science (7)

[1] Cf., Wilson, L. R. [and others]. "Essentials in the Training of University Librarians." *College and Research Libraries*, 1:13-38, December 1939; McDiarmid, E. W. "The Place of Experience in Developing College and University Librarians." *Library Quarterly*, 12:614-62, July 1942; Wilson, L. R., and Tauber, M. F. *The University Library*. Chicago, University of Chicago Press 1945, p.235-43.

[2] The U.S. universities included in the association are: Brown University, California Institute of Technology, Catholic University of America, Clark, Columbia, Cornell, Duke and Harvard Universities, State University of Iowa, Johns Hopkins University, Massachusetts Institute of Technology, Northwestern, Ohio State, Princeton, Stanford, Washington (St. Louis) and Yale Universities, and the Universities of California, Chicago, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Carolina, Pennsylvania, Rochester, Texas, Virginia and Wisconsin.

[3] Based on the summary tables in *American Universities and Colleges*. Washington, American Council on Education, 1940, Table XIII, facing p. 92. *Ibid.*, 1948, Table 2, facing p. 58.

[4] *American Library Directory, 1948*. New York, R. R. Bowker Co., 1948.

but also in history (3), English (2), or romance languages, philosophy, or classics (1 each). Fifteen have earned master's degrees in a subject field and 11 have completed library school training through the sixth-year level. Twenty-five in all have received some formal library school training; 21 have completed at least one year of library school. Six of the libarians have been awarded honorary degrees and nine have listed election to Phi Beta Kappa among their accomplishments.

Despite recent criticism of library school curricula, the prevailing pattern of education for university librarianship appears still to be via the conventional library school route. Fourteen of the 31 university librarians of 1948 have pursued their studies exclusively in library school and have no degrees which indicate specialization in any other subject. Five hold the doctorate in library science, five have completed work through the sixth-year level and four have received only the fifth-year B.S. degree.

Twelve of these 31 librarians have combinations of degrees which indicate some subject specialization as well as library school training. Their programs of study, in order of their frequency, are: the doctorate in a subject field plus one year of library school (3), the fifth-year level of library school plus a master's degree in another subject (3), and the doctorate in a subject field plus less than a year in library school, the master's degree in another field plus less than a year of library school, and the baccalaureate degree plus less than one year of library school training (1 each). Of the five university librarians without library school training, three have a doctorate and two have master's degrees in a subject field.

These university librarians of 1948 have served diversified periods of apprenticeship before being appointed to their present positions, including from one to nine library positions, covering periods ranging from six to 36 years (median, 13 years), not including two appointees without previous formal library experience. Their upward progress included positions on the staffs of up to ten libraries other than the ones which they now head. Only two librarians received all of their previous experience in the libraries of which they are now the chief.

A composite listing of the positions held by the 31 university librarians previous to their present appointment shows a preponderance of university library experience. Sixty-one, or nearly one-half of the 123 positions reported, were in university library work. Forty-nine of these positions involved the administration of one or more departments of a university library. Twenty-one of the positions reported were full-time teaching positions in subjects other than library science. Eleven positions were reported from each of the following fields: public, special and college libraries. Five positions were in the field of secondary school teaching and four teaching positions in library schools were reported. The specific titles reported most frequently were: assistant, or associate university librarian (19), university librarian (16), department head in a university library (14), and college librarian (9). Only 16, or less than 15 per cent of these positions, can be identified with cataloging, classification or other technical processes.

The order in which these positions were held may be of some help in determining the existence of any pattern of advancement. A majority of these librarians advanced to their present positions after serving in two earlier positions of some responsibility in other university libraries, as shown in Tables I and II.

Although the previous experience of these librarians defies categorization into neat patterns of professional advancement, some generalizations may be drawn. That uni-

Table I
Ultimate Positions Held by University Librarians Prior to Their University Librarianship, 1948

Title	Frequency
University librarian (of another university)	11
Assistant or associate university librarian	8
Division chief in the National Archives	2
University professor	2
University acquisitions librarian, college librarian, public librarian, librarian of a state historical library, assistant director of a library school, assistant librarian of a special library, acting university librarian	1 each

Table II
Penultimate Positions Held by University Librarians Prior to Their University Librarianship, 1948

Title	Frequency
Assistant or associate university librarian	6
University librarian (of another university)	4
University professor or associate professor	3
Research fellow or assistant	3
University catalog librarian	2
College librarian	2
Chief of reference and circulation in a university library, assistant professor of library science, supervisor of technical processes in a reference library, executive assistant in a public library, director of a state historical society	1 each

versity librarians are generally chosen from subordinate positions in other university libraries is shown by the fact that 16 of the 31 librarians have had no experience in any other type of library. Seldom, however, have subordinates been elevated to the position of chief librarian in the same library. Some teaching experience is a fairly important element in the background of university librarians as is shown by the fact that eight, or more than one-fourth of these librarians have included some full-time university teaching in their career. Public library experience has been of little importance in their backgrounds (only three librarians have served on the staff of a public library) and college library experience has been only slightly more popular, since only five librarians have received a part of their experience in college library work.

The age of the librarians serving as chief librarians of 29 of these universities in 1933 ranged from 30 to 66 years, with a median age of 57, 12 years beyond the median age of their 1948 colleagues. The age at appointment ranged from 24 to 55, with a median age of 48, 8 years beyond the 1948 median.

The abundance of degrees held by 1948 university librarians is in marked contrast to the number and variety of combinations of degrees held by the librarians of the same universities in 1933. Six of the 29 librarians about whom information is available held a doctorate; the subjects involved were classics (3), economics (1), English (1), and musicology (1). Twelve, or less than one-half, held the master's degree in a field other than library science and four had completed the equivalent of the sixth-year master's degree in library science. Four of these librarians had been awarded honorary degrees and six were members of Phi Beta Kappa.

Only 12 of the 29 had attended a library

school, six had completed one year or more of study in library science. Four of these librarians had both a master's degree in a subject field and library school training through the sixth-year level, three held a baccalaureate degree plus less than a year of library school training, two had a baccalaureate plus one year of library school and two had a master's degree plus less than one year of study in a library school. Of the 17 librarians who had attended no library school, six had completed studies leading to a doctorate, six held master's degrees, five had only the baccalaureate degree and one was privately educated. Clearly, library school study was by no means an indispensable part of the training for university librarianship in 1933.

The university librarians of 1933 served a slightly longer period of apprenticeship but held fewer positions than their colleagues of 1948. The previous positions held by these university librarians of 1933 covered periods ranging from four to 39 years (median, 14 years). None of the individuals served in more than four previous positions nor in more than four libraries other than the one which he served in 1933.

A composite listing of the positions held by the 29 librarians of these universities in 1933 indicates that experience in university libraries is again the most common background. Forty-five of the 90 positions in which these librarians had served prior to their appointments as chief librarians were in university libraries; 39 of the positions involved the supervision of one or more departments. Thirteen of the 90 positions were in nonlibrary university positions, including 10 teaching positions and three administrative positions (college dean, college registrar, director of a university bureau of appointments). Eleven of the 90 positions were in public libraries, five in the Library of Congress, four in college libraries, three in A.L.A. war service librarianship and two each in special librarianship, public school teaching, state librarianship and library school teaching. The specific titles reported most frequently were: assistant, or associate university librarian (17), university librarian or acting librarian (11), department head in a university library (1), university professor (5), division chief in a large reference library (5), college librarian (4), university instructor (3) and A.L.A. war service (3).

Nearly one-half of the librarians considered advanced to their university librarianship from positions other than university library work as is shown in Tables III and IV.

Obviously there was far more cross-fertilization of experience between university librarianship and other types of library service in 1933 than in 1948. Only four of the 29 chief librarians of 1933 secured all of their experience in university libraries. Experience in public library work was a common bond in the professional advancement of nine of the university librarians, service in the Library of Congress or in one of the other large public reference libraries provided a common area for an equal number. Nine of the 29 had included some full-time teaching experience in subjects other than library science. Experience in state, special and college libraries, and in university nonlibrary administrative positions, were far more prevalent in the background of these university librarians in 1933 than in 1948.

From a comparison of the qualifications of the chief librarians of the institutional members of Association of American Universities in 1933 and in 1948 some definite trends are apparent. First, the post-graduate study necessary as a prerequisite for university librarianship has not only been increased but seem to be assuming some standardization. Although possession of a Ph.D. is not yet a *sine qua non* for the uni-

Table III
Ultimate Positions Held by University Librarians Prior to Their University Librarianship, 1933

Title	Frequency
Assistant or associate university librarian	7
University librarian (of another university)	7
Department chief in a university library	3
Division chief in a university library	3
Division chief in the Library of Congress	2
Division chief in a public reference library	2
Librarian of a special library	2
Assistant reference librarian in the Library of Congress, assistant in a university library, director of information services for the Rockefeller Foundation	1 each

Table IV
Penultimate Positions Held by University Librarians Prior to Their University Librarianship, 1933

Title	Frequency
Assistant or associate university librarian	6
Department chief in a university library	4
University librarian	3
University professor	3
College librarian, public librarian, assistant in a university library, state librarian, chief of the index section in the U. S. copyright office, A.L.A. war service, assistant director of a library school, public school superintendent, director of the Americanization study for the Carnegie Corporation, superintendent of the library department of a university press	1 each

versity librarian of today, the fact that 12 of the 20 librarians appointed within this group during the past five years possess an earned doctorate is significant. All but one of the 20 have completed at least two years of post-graduate work.

The value of library school training seems to be fairly well established in training for university librarianship. All but five of the Association of American Universities librarians of 1948 have completed some formal study in library school as contrasted to 12 of the 29 librarians of 15 years earlier. The amount of library school training varies considerably among the 1948 university librarians, however, with seven holding a doctorate in library science, six having completed two years of library school, 10 with one year and three with less than one year. An interesting innovation in academic background is shown by the four librarians who attended library school after having completed studies leading to a doctorate in another subject.

An increased mobility of university librarians is a third noticeable change in the 1948 group, in which the typical librarian served in four previous positions with an average tenure of $3\frac{3}{4}$ years, as contrasted with the 1933 chief librarians, who typically served in three previous positions with an average tenure of $4\frac{2}{3}$ years.

Finally, university librarianship, based on the careers of this 1948 group, shows some signs of becoming an exclusive profession with much less movement from the public, college or special library field to university librarianship than prevailed in 1933. Whether this change is due to the specialized qualifications requisite to successful university library administration or to a certain clannishness among university librarians is a point which university librarians might well consider.

By MARY FRANCES POPE and LAWRENCE S. THOMPSON

Travel Funds for University Library Staffs

Mrs. Pope is librarian, College of Engineering, and Dr. Thompson, director of libraries, University of Kentucky.

WHEN A GROUP of librarians gathers in a smoke-filled room at a convention, one topic of conversation likely to turn up is: "Are you getting your expenses paid?" The nebulous information available under such circumstances has inspired the authors to find out just what conditions exist for official travel by university library employees. Accordingly, a questionnaire was sent to nine privately supported university libraries and to 73 libraries of land-grant colleges and universities and separate state universities (non-land-grant). Seventy-eight replies were received.

Questions asked covered only those problems which seem to turn up again and again in discussion of the travel problem and which, taken as a whole, could yield a fairly accurate picture of the national situation. The questions are listed below by number, and a summary of the answers follows in each instance:

1A. Is any specific sum budgeted for staff travel? Forty-three answered "yes," 32 "no," and three indicated they had no funds. Of the three libraries reporting no funds available, Alaska gave the reason that the distance is too great and air travel too expensive. The other two were a land-grant university and a separate state university.

1B. If so, please specify amount for 1948-49. Among the 43 libraries with travel included as a budget item, $1325 was high, $400 the median, and $75 low. In terms of quartiles, the sums budgeted may be grouped as follows: $75-$150; $200-$400; $400-$600; $600-$1325. Although southeastern institutions fare slightly better than those in other parts of the country, location and total resources of the library seem to have little influence on the amount available for travel. For example, those midwestern university libraries which budget for travel all fall below the median, whereas eight of 14 southeastern libraries are above the median. The proximity of eastern university libraries to New York, Boston and Washington seems to have no effect on amounts set aside for travel, for the nine eastern institutions which budget for travel are scattered evenly throughout the series.

2. Is this carried on your budget or on the budget of some superior administrative officer? In 56 cases it was carried on the library budget, in 10 cases on the budget of a superior administrative officer, and nine libraries gave no report. In six libraries in which no specific sum is allocated for traveling expenses, the head librarian charges this item against the general expense account, the contingent fund, or against the fund for supplies and equipment. Constituted funds of superior officers are designated by such names as the chancellor's (or president's travel fund or the university travel fund. Two reports state that intrastate funds are applied

against the library budget and interstate expenses are carried on the travel fund of a superior officer.

3A. Can you draw for travel from some other fund (e.g., fines, nonpersonal services, etc.)? Eighteen answered "yes," 51 "no," one reported that it is not necessary, and five did not report. Seven libraries reporting on the question explained that, if necessary, traveling expenses over and above the specific budgeted amount were available by requesting approval from the president or board and that all are honored so long as the request is reasonable.

3B. If so, is this limited to any specific amount? In one instance it was limited to fines. Seventeen replied "no."

4A. Are you limited to any specific amount for any one trip? Two replied "yes," 72 "no," and one did not report.

4B. If so, how much? One reported $75, one reported $40 (except head librarian, who enjoys the same travel privileges as president and other administrative officers; $40 limit applies to all teaching personnel). While only two are limited to any specific sum, 30 reported specific limitations such as per diem arrangement, transportation and part transportation only, modes of travel, etc.

5. Do you have a per diem arrangement? Twenty-six answered "yes," 47 "no," while two did not report. Per diem ranges from a $2.25 limit on meals within the state to a generous $12 per day. The median runs about $6, the sum that the federal government allows its employees for travel within the continental United States. In many state-supported institutions there is a substantial difference (up to $3) between per diem for intrastate and interstate travel, and often as not, no expenses whatsoever are allowed for the former. One institution gives $7 for trips to cities of less than 10,000, $10 for cities of more than 10,000. One institution uses a scale based on salaries, and another allows $9 for each 24 hours at the point of destination in lieu of actual expenses.

6. Must you travel on state travel orders or buy tickets and itemize on expense account? Three answered that they travel on state travel orders; 62 that they buy tickets and itemize on the expense account; six reported following both procedures; and four did not report. Those answering "both" explained that intrastate traveling expenses must be done on state travel orders.

7. Do you have a form on which you submit expense accounts? Sixty answered "yes" to this question, 14 answered "no" and one failed to report.

8. For whom are travel funds available? In 39 instances the entire staff including the nonprofessional personnel qualify for traveling expenses; in 59 instances all of the professional staff qualifies; and at nine institutions only the chief librarian qualifies for travel funds. It is here that the disliked "limitations" appear in the guise of institutional rules and regulations and insufficient funds.

9. Do you have a system for dividing available funds (e.g., certain trips for certain staff members, rotation of travel funds to conventions, use of funds for conventions and other business travel, etc.)? Sixteen reported "yes," and 55 indicated no definite systems, although certain principles were considered in the distribution of funds. Four did not report. Among the considerations involved in distribution of funds, 14 gave "discretion of director," and 12 "rotation." Two reported that both of these factors were involved, and one stated that "rank" governed its policy. No explanations were received from 27 reporting no definite system, 12 miscellaneous explanations were received, and three explained that expenses were available only for conventions. Conventions are the primary reason for travel in the majority of li-

braries, but in two instances they are secondary. In one of these instances it is reported that business travel takes priority over conventions and in the other that trips for special purposes only are considered. One librarian had a definite recommendation about conventions: "No staff member to attend conventions more than once every five years. I mean, library conventions. They are poisonous."

Institutional restrictions and/or budget limitations govern all systems in whole or in part. In many cases priority is given those presenting papers and otherwise participating in the event under consideration. Where only the chief librarian qualifies for traveling expenses, it was found that in half of the cases that person collects the amount and either distributes it equally among those staff members making the trip or distributes it among those members who are using their cars for the transportation of the staff to and from the meeting.

Some of the typical systems for dividing travel funds are: (a) Estimate the cost, then plan the number and the persons. (b) Set aside a definite amount for each event, and divide among those attending, with speakers and officers receiving twice the allowance. (c) Request is judged by the importance of the trip. The librarian, his assistant, and sometimes one or two heads (those presenting papers or otherwise participating) are authorized to attend A.L.A. annual and midwinter conferences. In addition, two or three staff subject specialists are authorized to attend other meetings or to visit special libraries. (d) Expenses are covered for members presenting papers, otherwise participating, or representing the library officially. Other travel expenses are considered on the basis of merit. (e) Schedule so that all can go every third year with at least part expenses paid. (f) Position and length of service are taken into consideration. (g) Rotate between seniority and rank. Other considerations in this case are benefit to be secured, e.g., heads are sent to library conferences; younger members are sent to state meetings; branch librarians are sent to special field meetings.

10A. Can you use funds for all types of travel (e.g., library meetings both in and out of the state, nonlibrary meetings, inspection tours, etc.)? Forty-eight answered "yes," 15 "no," six said that they did not know, and six did not report.

10B. If not, please explain. Some pertinent explanations are: Library meetings only; only available for out-of-state travel, but may include all types of travel; for all purposes except for trips to conventions; librarian as an administrative officer is allowed out-of-state travel, other staff members are restricted to state travel; prohibited from using state funds to travel to conventions; only for legitimate library meetings and/or necessary inspection tours; professional meetings and administrative travel only; only library or library-related activities; library meetings or university business; in and out-of-state meetings only; library meetings in and out-of-state and inspection tours.

11. Do all staff members receive time off for all conventions of professional associations even though expenses may not be paid? Forty-two reported that only the professional staff receives time off, 26 reported that all full-time employees receive time off, seven reported "no policy." Maintenance of service governs this policy. Professional staff is given priority since its members are the ones most likely to benefit. In most instances in which the librarian reports "professional staff only" he adds the remark that others show no desire to attend.

12. Is there any significant difference between the policy of your administration in assigning travel funds to the library and its policy in assigning funds to teaching departments and other agencies? Eight

only said "yes," 60 said "no," seven did not report. Of those reporting "yes," five added that the library was more liberal in that it allowed a broader participation in professional activities. Three were of the opinion that the library suffered in consequence of the administration's policy.

13. What would you consider an ideal arrangement? Fourteen librarians consider their systems quite satisfactory. A few added that more funds would make it ideal. Six would like travel funds included in the library budget to be allocated at the discretion of the librarian and his aides. One deviated from the consensus in that he thought library travel expenses should be taken from the university travel budget. Four recommended adequate funds on a fluid budget as ideal. Four would like funds for at least two members of the professional staff, in addition to the librarian, both within and outside of the state. A somewhat different recommendation is that funds be available for all professional staff members to attend meetings at least every two years with a minimum of one-half of expenses paid. Two would be satisfied with sufficient funds to permit the chief librarian to attend all meetings and others to attend on a rotating basis. Other comments on ideal arrangements are summarized below.

A university-wide travel fund to which all university employees could turn for travel aid. Policies governing the fund could be formulated by a representative committee. Individual allotments could be made, within this framework, by an administrative officer.

Transportation and hotel bills would be the minimum the institution should contribute to staff members appearing on programs at national or regional professional meetings. Since the librarian is obliged to represent the library in at least one or two meetings each year, his full expenses should be paid.

A desirable arrangement would be to include in each year's budget an amount sufficient to send one member of the library's administrative staff to one library convention. The amount would be used in rotation by the librarian, the assistant librarian, the head of the cataloging department, and the head of the reference and circulation departments.

It would be ideal for the college to rent a private railway coach to take the staff to and from all library meetings.

A good policy would allow the administrator to determine, within the general policies of the individual institution, the stricture governing the apportionment of funds. The complexity of the strictures and the heirarchy of allowances would depend on several factors such as the amount of the total travel budget and the purpose of the allowance. Mere rank should not be overemphasized.

Expenses should be paid to all meetings where a person is on the program, gives papers or serves as a committee officer. Each member should attend national meetings as his turn comes up, and he should pay at least one-half the cost.

Contribution should be made to the actual expenses of library staff members attending regional or national meetings of professional interest and to the expenses incurred on trips of inspection motivated by the desire for definite information on administrative or technical problems.

No staff member should attend library conventions more than once every five years (*supra*). More travel funds should be allowed for visits to libraries and related institutions. Funds for travel should be divided into two parts: one for use of chief librarian, or for anyone he may designate; the other for specific purpose of giving every professional staff member a chance to travel.

A sufficiently large appropriation should

be available to permit sending all professional staff members in rotation to national and regional meetings, plus all those holding offices or taking part in program.

All expenses should be paid for staff members: (1) participating in the scheduled program, (2) serving as officers of the association which is meeting, (3) traveling on library business.

A definite sum should be added to the salary with the understanding that staff members are expected to spend this sum each year for self-improvement and travel and participation in meetings. It would cause less red tape and broader participation. I would insist on a report on how this portion of the salary was used each year and would remove that part of the stipend if it were not being used for the purpose for which it was being granted.

Summary and Conclusions

While 14 libraries included in this study revealed satisfaction with the systems under which they operate, many others indicated general satisfaction even though certain details may not be altogether to their liking. However, certain trends seem to be indicated by this study, and they may serve as guides for libraries which may wish to adjust certain details. The promptness with which the vast majority of the questionnaires were returned suggested definite interest on the part of library administrators in this problem, and it would seem worthwhile to repeat the study periodically.

The use of institutional funds for travel is a generally accepted practice in continental American universities. There seems to be no definite correlation between the amounts available and (1) the size and importance of the institution and (2) the distance from the New York-Chicago-Washington triangle. Privately supported institutions seem to fare no better, no worse than tax-supported institutions. The majority of university libraries budget a specific sum for travel, although a significant proportion make no definite allotment. The most common practice seems to be to carry this money on the library budget, although a few libraries carry it on the budget of a superior administrative officer.

Only two institutions were limited to a specific amount for any one trip, but in one case no member of the teaching staff or librarian (except the head) is allowed more than $40. Twenty-six of the institutions reporting indicated a per diem arrangement, but there is considerable variation in practice. Per diem seems to have a tendency to change more slowly than general appropriations and is likely as not to be insufficient in time of inflation, excessive in times of deflation. Several librarians found fault with it.

State travel orders are not commonly used securing transportation, and it is interesting to note that there has been criticism of the system within the federal government, where they are compulsory. Comptrollers' offices have regularized reporting of expenses in the great majority of institutions by requiring expense accounts. The majority of reporting libraries can use their funds for all types of travel, but some states prohibit the use of state funds for trips to conventions.

The iniquitous practice of restricting funds for the use of higher members of the professional hierarchy has not yet been altogether wiped out. However, all but a very few libraries permit all full-time staff members to take time off to attend professional meetings. In several cases it was indicated that nonprofessional members of the staff have no desire to attend meetings. The authors would like to comment that wherever a little financial assistance to nonprofessional librarians makes no heavy inroads on the budget, encouragement to this group to attend meetings would seem to

recommend itself as a recruiting device (unless we agree that conventions are poisonous). Definite systems for dividing available funds exist in one-fifth of the libraries reporting, but the consensus would seem to favor allotments on the basis of the importance of the trip to the institution. Although the library staff is sometimes likely to be at a disadvantage in certain matters such as sabbaticals, vacations, tenure and retirement, only a minor proportion seemed to feel that librarians fared more poorly than teachers in the matter of travel funds.

Perhaps the most significant trend indicated by this study is the increasing emphasis on broad participation in professional activities by all members of the staff, not merely the principal administrative officer. Within the memory of most of us, and still today in some libraries, the staff, including department heads, has rather supinely assumed that it had no rights to the travel funds, that only the head librarian was privileged to travel to conventions and to visit other libraries. Likely as not this idea was (or is) prevalent in institutions dominated by the straw-boss variety of administration. It might be replied that only the chief administrator of such a library reads papers or holds offices; but those libraries which have staffs of which they may be proud will be justified in giving time and stenographic help to any staff member who wishes to be active professionally, thus giving anyone a chance to justify a convention trip.

Another broad trend seems to be the application of common sense to the use of travel funds in that a trip may be taken whenever necessary. The notion that certain trips should be automatic seems to be going out of style. The hesitancy of a large proportion of libraries to budget a specific sum for travel is further evidence that administrators are inclined to appropriate money for travel as the need arises.

Regulations of state fiscal officers are a subject of general discontent, if the authors may go by rumor picked up in informal communications. No written statement has been received to this effect, but many colleagues who filled out the questionnaire have button-holed the authors privately and begun, "I didn't feel like putting this on the questionnaire, but our State Finance Department. . . ." On the other hand we should consider the standpoints of the state fiscal officers. The regulation existing in many quarters that no intrastate travel funds are available except for attending to official business has been explained by one state official who said that the peregrinations of college of education professors would break the state in short order if financed from official funds. Similarly, while most state officers seem to have the reputation of being cooperative (even if not always competent) souls, they can still see the shillelagh of the woolhat politician being brandished in the distance. In general, freedom from higher administrative regulations would seem to be most desirable, but at the same time the librarian should put himself in the position of the fiscal officer who must approve his requisition.

Finally, it should be emphasized that libraries today are passing through the most prosperous period in their history. Our budgets still leave much to be desired, but we will probably have to pass through another cycle of depression, war, and boom, or at least (and preferably) depression and boom, before we can expect to attain many of our cherished ambitions. We must expect to be compelled to revise our budgets downward when some Black Friday in the 1950's comes along; but when it happens, we should not forget the principles of staff democracy and commonsense use of travel funds in which we are able to indulge today.

By ANNETTE L. HOAGE

Resignations in Two University Libraries

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THIS IS A REPORT of some of the findings from a study which was made to investigate to what extent employee turnover in university libraries is caused by resignations due to low salaries and the lack of chances for advancement. The material was collected early in 1948 from field visits and from mail questionnaires which were sent to employees who had resigned. Of 313 questionnaires, 175 (56 per cent) were returned. Although the sample is not entirely representative of the total group of resigners, it is representative of the professional and nonprofessional employees.

This study is limited to two university libraries—the University of Illinois Library and the University of Minnesota Library. It is further limited to the personnel on the Urbana campus of the University of Illinois and to the main library at the University of Minnesota. Only full-time employees have been included. The period of the study is for the five calendar years, 1943-1947.

These librarians were chosen for this study, not because of their representativeness, but because they were considered to have above average provisions for the organization and welfare of their personnel. It was felt that these librarians would have better than average methods for combatting turnover, and as a consequence, there would be fewer resignations than in other libraries. The conclusions of the study apply only to the libraries studied, or at most to those that are similar. This investigation attempts to answer the question: Is it true that employees resigned from these two university libraries because of low salaries and lack of chances for advancement?

Definitions

Turnover in this report will be expressed by the separation rate, unless otherwise indicated. The method of computing turnover used by the U. S. Bureau of Labor Statistics is preferred:

1. Find the average number of employees. (Add the number on the payroll on the first and last of the month and divide by two.)
2. Divide the total number of employees separated from the payroll by the average number of employees.
3. Multiply the result by 100 to get the rate per 100 employees.

The Bureau of Labor Statistics method for computing the turnover rate could not be completely followed in this study because it was difficult to obtain all of the library payrolls for the five-year period. The figures given in the annual reports to the American Library Association were substituted for the "average number of employees."

Resignations are considered separations initiated by employees because of dissatisfaction with job conditions or for personal reasons.[1]

[1] Dahl, Mary B. *The ABC of Absenteeism and Labor Turnover.* Washington, Government Printing Office, 1944, p. 2.

Size of Turnover

Writers agree that a certain amount of turnover is inevitable and desirable. A high rate of turnover is more generally the cause for alarm, but a very low rate may also indicate that personnel practices need to be examined. Just as a high turnover rate indicates instability, a low rate warns of stagnation.

Norms are not available to show what constitutes "high" or "low" turnover for libraries. "An annual rate of about 15 per cent, spread more or less evenly over the whole staff" was considered optimum in a study of six American public libraries.[2] An English writer stated that he "once calculated that in large systems before the war, the average annual intake due to staff leaving for various reasons was 10 per cent."[3] In 1926 the rate of turnover for libraries in the United States federal field service was six per cent.[4]

Library literature and approximately 200 annual reports of individual libraries were searched for statements of rates of turnover. Very few reports contained such data. When the total number of employees and the total number of separations, or resignations, could be found, the rate was computed. When the actual rate was given it was used. Rates were computed or found for 21 libraries. However, not all of the libraries reported for all of the five years, 1943-47. The rates ranged from 150 per cent in 1943 to 10 per cent in 1944. Table 1 shows that the turnover rates of the two libraries studied range from 47 per cent in 1945 (University of Illinois) to 11 per cent in 1944 (University of Minnesota).

These data are only rough computations.

Table 1
Turnover Rates for Two University Libraries, 1943–47

Year	Average Number of Workers		Separations			
			Number		Per Cent	
	Minnesota	Illinois	Minnesota	Illinois	Minnesota	Illinois
1943	88	114	21	36	24	31
1944	91	119	10	51	11	42
1945	76	123	13	58	17	47
1946	77	124	20	37	26	30
1947	77	134	32	39	42	29
Total Average	82	123	19	44	23	36

The figures are too meager and the sources are not reliable enough for accurate measurement. No attempt is made to determine whether either of the two university libraries has a high or low turnover rate. It would seem that the separation rates for the two libraries are not higher than the average for the other libraries. This supports the earlier assumption upon which the choice of these two libraries was based. Since little has been published concerning attempts to control turnover in libraries, it is not known whether this is an adequate criterion.

Causes of Turnover

The causes cited most often in studies of turnover are (1) dissatisfaction with

[2] Goldhor, Herbert. "The Selection of Employees in Large Civil Service and Non-Civil Service Public Libraries." Unpublished Ph.D. dissertation, Graduate Library School, University of Chicago, 1942, p. 29.

[3] Hutchings, F. G. B. "The Education of Future Entrants to the Library Profession." In *Papers and Summaries of Discussions at the Brighton Conference* . . . London, The Library Association, 1947, p. 74.

[4] Mosher, W., and Kingsley, J. D. *Public Personnel Administration.* Rev. ed. New York, Harper & Bros., 1941, p. 42.

Table 2
Reasons for Resigning
(Arranged in the Order of Frequency)

	Number of Times Cited	Per Cent of Times Cited
Marriage, or following husband	48	19
Chances for advancement	41	16
Better opportunities elsewhere		
Limited chances here		
Lack of responsibility and challenge		
Dissatisfaction with rank		
Salaries	38	15
Type of work	22	9
Disliked work or preferred new work		
Monotony of work		
Wanted to do war work		
Working relations	20	8
Unsatisfactory supervision		
"Unfriendly atmosphere"		
Temporary work	18	7
Motherhood	14	5
For self-improvement	14	5
To attend school		
To broaden experience		
Locality or climate	9	
Wished to travel	4	
Home responsibilities	4	
Health	4	
Wanted to be at or nearer home	4	
Wanted a change	3	
Trained in, and preferred another field	2	
Physical working conditions	2	
Nepotism rule	2	
Loneliness	2	
Following family	1	
Working hours or days	1	
Housing	1	
Transportation	1	16
Total	255	100

salaries, with the nature of the job or working conditions, with the hours or type of work, or with the personnel policies; (2) better opportunities elsewhere; and (3) conditions not directly related to the job, such as housing, child care, marriage, and death.

The causes that have been given in the literature for high turnover in libraries include low salaries and too few increases, monotony of too much routine work, not enough scope for initiative and development, and lack of promotion.[5] "Marriage and family life have taken a heavy toll of young women in the profession."[6] In the present study, 22 reasons for leaving were given by the 175 resigners who answered the questionnaire. These 22 reasons were cited 255 times. Table 2 shows that the resigners from these two libraries cited the following reasons most frequently: marriage, chances for advancement, salaries, the type of work, and working relations.

This general survey of the causes of resignations in the two libraries is superficial, and it should be only a preliminary step to a more intensive analysis. The determination of the causes of resignations, because

[5] Nourse, L. M. "Speaking for the Dissatisfied Young Assistant." *A.L.A. Bulletin*, 31:629, Oct. 1, 1937.

[6] Ulveling, R. A. "Personnel Planning for the Post-war Period." *A.L.A. Bulletin*, 38:59, February 1944.

of their complex nature and the large number of factors to be considered, would necessitate an inquiry of magnitude quite beyond the scope of this study. The main objective is to isolate and measure the resignations due to low salaries and lack of chances for advancement.

positions? (6) To what extent did the resigners take positions of a higher grade than their former positions?

The combined data for the two libraries show that: (1) The median annual salary of the employees who remained is significantly greater than the median annual

Table 3
The Importance of "Salaries" and "The Chance for Advancement" as Shown by the Number of Resigners Who Cited These Reasons in Two University Libraries, 1943–47

	University of Illinois Library				University of Minnesota Library			
	Professional Employees		Non-Professional Employees		Professional Employees		Non-Professional Employees	
	Male Employees	Female Employees	Male Employees	Female Employees	Male Employees	Female Employees	Male Employees	Female Employees
Proportion of resigners from the two university libraries who cited salaries and the chance for advancement as reasons for leaving.	83% (10)	62% (23)	0 ..	13% (6)	100% (1)	19% (3)	100% (5)	26% (5)
Proportion of resigners from the two university libraries who did not cite salaries and the chance for advancement as reason for leaving.	17% (2)	38% (38)	0 ..	87% (41)	0 ..	81% (13)	1 ..	74% (14)
Total	100%	100%	0	100%	100%	100%	100%	100%

(The number of employees is given in parenthesis.)

The Importance of Salaries and Chances for Advancement

The following questions were considered: (1) Do the average annual salaries of the resigners and the average annual salaries of the employees who remained differ significantly? (2) As the median annual salaries of the resigners increased, did the annual resignation rates decrease? (3) What proportion of the resigners received higher salaries in their new positions? (4) What proportion of the resigners cited low salaries and the lack of chances for advancement as reasons for leaving? (5) What proportion of the resigners expected better chances for advancement in the new

salary of the employees who resigned. (2) The negative relationship between the annual resignation rates and the median annual salaries of the resigners is too slight (−.10 Spearman) to give a definite answer in regard to the trend in this area for these two libraries. Resignation rates increased in 1945 and in 1947 at the same time that salaries increased. (3) Fifty-six per cent of the resigners did not receive higher salaries in their new positions than they had been receiving in the libraries studied. (4) Salaries and the chance for advancement were cited 33 per cent of the time as reasons for leaving. (5) Thirty-seven per cent of the resigners, in the two libraries studied, did not ex-

pect a better chance for advancement in their new positions. (6) Thirty-nine per cent of the resigners did not receive a higher rank in their new positions.

These data were further analyzed by class of worker, sex, and institution (see Table 3).

The analysis indicates: (1) That there were years when the salaries of those who remained were not significantly greater than the salaries of the resigners among the professional and nonprofessional workers and in the two libraries; (2) that the proportion of resignations did not decrease as the median annual salaries for resigners increased for nonprofessional employees, and for employees at the University of Minnesota Library; (3) that the proportion of times that salaries and the chance for advancement were cited is greater than all of the other reasons for men only. Men constitute merely 9 per cent of the resigners.

For the five years studied, the resignation rate is largest for the University of Minnesota Library in 1947. For the first time in the five-year period, there is no significant difference between the median annual salary of the employees who remained and the median annual salary of the employees who resigned from the University of Illinois Library in 1947. This leads one to question whether low salaries and the lack of chances for advancement can wisely be adjudged the only important reasons why employees resigned from these two libraries.

Conclusions

The available evidence tends to show that although salaries and chances for advancement are very important reasons why library employees resign, these are not the only important reasons. Comparison of the salaries of the employees who remained with the salaries of the employees who resigned; study of the relationship between salaries and resignation rates; and analysis of the responses to the questionnaire all seem to show that low salaries and lack of chances for advancement have not been the only important reasons why employees have resigned from these two libraries.

The conclusions of this study are confined to these two university libraries. Due to lack of comparative material, and due to the unrefined state of most of the data, caution must be observed in interpreting the results. However, these conclusions may provide a sounder basis for practice in analyzing turnover than do opinions unchecked by evidence.

Some conclusions may be drawn in regard to the study of turnover in libraries. This phase of personnel administration has been neglected. This is a serious fault since the problem of maintaining adequate library personnel is acute. No reports of intensive studies of turnover in libraries were found. In library literature many of the references to the turnover situation were vague and general in nature. Specific, clear-cut analyses and statistics on turnover were seldom found in library reports.

Next Steps

For the librarian—There should be a monthly count of separations, and a turnover report should be made at least once a year. The turnover report should show what the condition of turnover is for each department and for each type of employee in the library. There should always be exit interviews, and records and analyses of them should be maintained.

For further study—More studies of turnover in individual libraries should be made available. Large studies that are representative of types of libraries should be made. It is important to know at what point turnover in libraries becomes desirable. There is a need for more studies of the reasons why employees resign. A turnover index would be a valuable guide

(Continued on page 39)

By MARY D. HERRICK

Status of Worker Morale Among College Catalogers

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THERE ARE today two current channels of thought in college library administration concerned with methods of achieving efficiency and lower costs in cataloging procedures. Some writers see this accomplished through a reorganization along departmental lines, resulting in the creation of a division of technical processes.[1] Lund and Swank advocate a realignment of individual jobs resulting in departmental reorganization as a secondary step.[2] A further method of determining some of the factors causing the high costs in cataloging is to survey catalogers with an attempt to establish points which are impeding their efficiency and lowering their morale.

Industrial psychologists agree that worker attitudes are of primary importance in any consideration for increasing efficiency or amount of output. It is also known that no single factor—even an important one such as salary—can determine and formulate the attitude of a worker. It is necessary to have a blending of many elements including security, variety and interest in work, a sense of achievement, and opportunity for friendly companionship, to insure the most favorable attitude toward a job.

In a recent study an attempt was made to determine the amount of worker satisfaction among library catalogers. This was done by sending questionnaires to 415 catalogers in various types of libraries throughout the United States. The selection was based on the membership list of the A.L.A. Division of Cataloging and Classification. It was purely an exploratory study of conditions as they exist, with no attempt to validate attitudes, but only to record them as the catalogers themselves stated and evaluated them. The questions ranged from general expressions of opinion on cataloging as a career and as a present job to opinions and practices of the methods and types of work of individual catalogers. Included in the study were 151 catalogers in academic institutions. Questionnaires were returned from 92 including 52 from university libraries, 25 from colleges with over 1000 students, and 15 from colleges with less than 1000 students. Table I shows the distribution of the replies from the three types of institutions with age and experience ranges represented.

In addition to recording where they were working, the catalogers were asked to indicate in which type of institution they preferred to work. Only 12 of the group are not satisfied with the type of library in which they are employed. Three university catalogers prefer respectively a small college, a large college, and either type of college but not a university library.

The five catalogers from the large college group expressed preferences as follows: two for a university and a small college, and one for a special library. In the small col-

[1] Coney, D., "Administration of Technical Processes." In Joeckel, C.B., ed. *Current Issues in Library Administration.* Chicago, University of Chicago Press, 1939, p. 163-80; "The Technical Services Division in Libraries: A Symposium." *College and Research Libraries,* 10:46-68, January 1949.

[2] Lund, J. "Cataloging Process in the University Library." *College and Research Libraries,* 3:212-18, June 1942; Swank, R. "The Catalog Department in the Library Organization." *Library Quarterly,* 18:24-32, January 1948.

Table I
Distribution of Catalogers by Type of Institution, Age Groups and Years of Experience

Library	Age Groups by Years				Experience by Years			
	21–30	31–39	40–49	50–70	2–5	6–10	11–20	21–40
University	4	15	18	15	3	14	22	13
College (over 1000 students)	3	9	6	7	5	6	11	3
College (under 1000 students)	2	5	5	3	2	5	7	1
Totals	9	29	29	25	10	25	40	17

lege group, four preferences were for a large public, large college, university and a medium-sized public library. In each case preferences were backed by previous experience in the type of library chosen.

The catalogers were first asked to check a range of statements designed to indicate their attitudes concerning cataloging as a career and as a present job. For the purpose of comparison with these replies the replies of the total group studied are included.

It can be seen from these percentage figures based on the total persons answering this question that the college groups have somewhat more favorable work attitudes than are represented by the total group. The variation, however, is not enough to indicate any unusual circumstances. It was also found that the extent of their satisfaction with their work was slightly higher than that found among public library catalogers. Again, however, the difference was small.

The college catalogers were almost equally divided on the reasons by which they chose cataloging as a profession. Forty-seven are in cataloging by choice and 45 by circumstances. Of this latter group, 29 are catalogers because their first jobs included cataloging and they kept on in the field; three took cataloging positions on account of the higher pay offered. The remaining 13 gave personal reasons such as desire for

Table II
Distribution of Opinions on Cataloging as a Profession and as a Present Job

Opinions	Replies of All Groups				Replies of Academic Group			
	Career	Percentage of Group	Present Job	Percentage of Group	Career	Percentage of Group	Present Job	Percentage of Group
Enjoy it	65	32	45	23	30	34	22	25
Thoroughly enjoy it	48	24	43	21	24	27	20	24
Enjoy most aspects	69	35	88	45	29	33	36	42
Dislike some aspects	18	9	21	11	5	6	8	9
Dislike all aspects	0	0	0	0	0	0	0	0
Totals	200		197		88		86	

a special community location, a particular library, or because their second job was a cataloging position and they continued in this field.

As a measure of isolating and ranking certain factors relevant to worker satisfaction the catalogers were asked to indicate their opinions on 17 points.

Among the most essential factors in order of rank are proper lighting, interdepartmental cooperation, cordial intrastaff relationships, sufficient and proper equipment, adequate working space and clear demarcation of lines of authority. The least important factor is the community location of the job and next to that is the opportunity for the carrying on of individual projects. It is interesting to note that the catalogers rank sixth in importance as an essential their recognition of professional status by other librarians, but faculty status as an essential is twelfth.

They were next asked to rate their own positions on these points as a measure toward determining the adequacy of these factors in practice. Table IV records the replies.

It was assumed that any factors listed as essential or important in theory would need to be answered as "yes" in practice to represent a satisfactory condition of work. Table V has been prepared to show as comparison between some of these opinions and conditions as they are present in practice.

Physical working conditions are apparently below the requirements of more than half the catalogers. This lack of adequate lighting facilities, working space and equipment, plus inequable temperature and poor ventilation, reflects careless planning for a department largely dependent upon these factors for its efficiency.

Two other important factors are insufficiently supplied in on-the-job conditions. These factors—opportunity for advancement and discriminating work assignments—if properly present do much to increase worker morale. Of the total answering this first point 78 per cent checked it as essential or important to have advancement opportunity, but only 29 per cent reported they have this. Seventy-one per cent of this group felt discriminating assignments of work are necessary but only 49 per cent have

Table III
Distribution of Opinions on Factors Relevant to Satisfaction in Work

Factor	Number Answering			
	Essential	Important	Desirable	Unimportant
Adequate working space	33	35	23	0
Efficient arrangement of working space	26	47	17	0
Equable temperature	19	38	33	1
Proper ventilation	27	42	22	0
Proper lighting	58	30	3	0
Sufficient and proper equipment	40	43	8	0
Opportunity for carrying on of individual projects	13	17	47	10
Opportunity for variety in work	17	41	33	1
Salary	24	53	14	1
Recognition of professional status of catalogers by other librarians	29	39	21	2
Cordial intrastaff relationships	40	39	13	0
Interdepartmental cooperation	45	35	11	0
Discriminating assignments of work	26	38	24	1
Clear demarkation of lines authority	31	35	21	1
Opportunity for advancement	26	44	19	0
Faculty status if in a college community	15	27	40	6
Community location of position	4	27	33	9

this as a part of their work programs.

The catalogers were asked to indicate preferences for methods and types of work and whether these preferences are met in their jobs. The majority prefer to direct the work of others. They indicated a preference for the use of flexible procedures over standardized routines almost three to one. In general they prefer to work without pressure although 26 reported they like to work under pressure. A slight majority prefer to do both simplified and detailed cataloging rather than only detailed cataloging. They prefer to catalog in various subject fields. In general all these preferences are met on their jobs.

Although the preferences for only detailed or simplified cataloging were not met, the fact that more catalogers do both detailed and simplified cataloging may indicate that no preferences are completely unrealized in practice.

It has usually been accepted in theory that a cataloger's working time is not scheduled to the best advantage if it is confined wholly to the catalog department. Opinion has been that some time in the reference department is of advantage to both departments and to the library as a whole. Fifty-two of the college catalogers report that they are scheduled only for work within the catalog department and 38 are not. Thirty catalogers prefer to confine their work within the department, 40 do not, and 11 are indifferent. As may be expected, reference was the major choice among those working outside of the catalog department.

Table IV
Number of Replies on Actual Working Conditions Relevant to Satisfaction in Work

	Total Replies		
	Yes	No	To Some Extent
My work is intellectually stimulating	18	0	13
My work has considerable variety	78	1	12
My work opens up pleasant professional contacts	43	13	34
My work permits individual projects to be developed	27	32	29
My working quarters are adequate	49	25	16
My working quarters are efficiently spaced	41	24	24
My office has proper lighting facilities	41	26	22
My office has equable temperature	28	38	24
My office has proper ventilation	36	31	24
My equipment for work is sufficient and proper	44	8	35
My work is clearly defined and limited	46	9	25
My span of authority is clearly established	56	10	23
My supervisor has assigned work loads with careful discrimination	34	10	25
My work offers opportunity for advancement	26	35	26
I like the community in which my job is located	70	1	20
I have faculty status (*i.e.*, answer if college or university librarian)	36	36	14

Fifteen clerical routines were selected as representative of many nonprofessional duties carried on in catalog departments. The catalogers were asked to indicate if they did each routine and how they felt toward it. The reports in the general study showed that each routine was done by from 9 to 148 of the catalogers. From the analysis of these totals it was concluded that in general the catalogers doing routines were not dissatisfied on this point. The recorded dislike, which was considerable, reflected more of a theoretical work attitude

from the catalogers who were not required to do these routines. The amount of recorded indifference was nearly equal to the total liking. This point drew comment from several catalogers. They felt that such a considerable area of indifference by professional librarians on nonprofessional duties indicated an unhealthy inertia. It should be noted, however, in the discussion of these figures that each cataloger did not check every point, and many catalogers who did not do a routine did indicate an opinion of it. As it has already been mentioned, this opinion often was "dislike" and likewise it was often "indifferent." One cataloger annotated her questionnaire to say that in checking "indifferent" against a number of the routines she was attempting to indicate that if it were necessary to do clerical tasks as a part of her work program, she could do so without active resentment. Table VI shows the total replies received to this question on routines.

On the basis of these replies it is found that the median number of catalogers who are required to do routines is 40. The median range of opinion on them is: "Like," 21; "dislike," 25; "indifferent," 19.

It might be assumed that within this academic group the university catalogers would be required to perform fewer nonprofessional duties than would the college library catalogers. The distinction between professional and clerical tasks is usually found to be more clearly defined in larger administrative units. The total replies indicating that routines were a part of the work program were broken down by types of institutions. From the median number of catalogers in each group reporting that they performed some clerical tasks the following percentage figures were obtained: There are routines required from 28 per cent of the university catalogers; 64 per cent of the large college catalogers; and 66 per cent of the catalogers in small college libraries.

There are 10 catalogers in this group who report a thorough satisfaction with both cataloging as a career and as a present job. Three of them are in universities, five in large colleges, and two in small colleges. Eight of this group entered cataloging by choice. Nine of them consider discriminating work assignments and six consider opportunities for advancement as essential or important.

Table V
Comparison Between Opinions on Theoretical and Actual Conditions of Work

Factors	Opinion		On-the-Job Conditions	
	Total Answers	Number Reporting Essential or Important	Total Answers	Number Checking as Adequate
Proper lighting	91	88	89	41
Opportunity for carrying on individual projects	87	30	88	27
Opportunity for advancement	89	70	87	26
Community location of position	73	31	91	70
Sufficient and proper equipment	91	83	87	44
Adequate working space	91	68	91	49
Clear demarcation of lines of authority	88	66	89	56
Proper ventilation	91	69	91	36
Efficient arrangement of working space	91	73	89	41
Discriminating assignments of work	89	64	69	34
Equable temperature	91	57	90	28
Opportunity for variety in work	92	58	91	78
Faculty status	88	42	86	36

Six report that their work assignments are made with discrimination. Four have definite opportunities for advancement with three others checking "to some extent." Seven consider faculty status necessary and five report having it. Nine want variety in their work and all 10 report it present in their jobs. Six prefer to do detailed cataloging and two do it. Although none prefer to do only simplified cataloging, four enjoy doing both kinds and eight report this as an on-the-job requirement. There is no expressed preference for subject specialization.

It may be assumed here, for the small group, that as no cataloger preferring to do detailed cataloging has only simplified require, therefore, no cataloger has his preferences completely unrealized. The preference for work outside the cataloging department by four of the group is met in their jobs.

Every clerical routine listed was done by from one to nine of these catalogers. Only two of the group, however, reported disliking two of the routines which they are required to do. The routines required and disliked were "revision of copied material" and "revision of filing." This latter was also disliked by two other catalogers who were required to do it. All other recorded dislikes were theoretical.

It is apparent from the replies of this group that the highest satisfaction in a job is found, of course, among people who like a certain type of work and find this type required in their positions. There are no outstanding points of difference in working conditions between this small group and the other college catalogers. Each point of preference may be realized in practice to a slightly greater extent than it is in the larger group. They represent about 10 per cent of the college catalogers.

Table VI
Replies on the Practice and Desirability of Certain Clerical Routines

Routines	Replies				
	Do	Do Not Do	Like	Do Not Like	Indifferent
Filing cards	40	46	37	22	15
Withdrawing cards	46	41	14	30	32
Assigning book numbers	73	20	55	7	19
Pasting books	8	78	3	43	15
Mending books	6	77	5	44	14
Lettering books	10	75	18	36	10
Typing of main card	53	34	52	11	15
Typing of other cards	20	67	23	37	19
Typing of shelf card	34	62	18	37	22
Typing of book cards	20	66	19	35	22
Recording added copies	47	36	18	20	36
Recording serial additions	40	42	30	15	29
Correction of main entry data	41	28	26	17	28
Revision of copied material	65	18	30	29	20
Revision of filing	55	29	39	17	21
Totals	558	719	387	394	317

Although the general level of satisfaction with cataloging is rather high, with 88 of the 92 academic catalogers expressing some measure of enjoyment in cataloging as a career, and 86 enjoying their present jobs, it is obvious that the range of opinion varies from tolerance and general appreciation expressed by the major part of the group, to an expression of a high level of satisfaction by a small section of the group. It is impossible at this time, without comparable data from other branches of librarianship,

to evaluate the amount of satisfaction in cataloging with reference to any other form of library work. It does seem, however, that it would be of value to explore methods to increase the percentage of those thoroughly satisfied with this work. From the data presented here through the expressions of catalogers themselves, it is apparent that considerable progress needs to be made in increasing the efficiency and comfort of physical working conditions. It is also apparent that more care might be exercised in the appointments of cataloging administrators with a view to increasing the level of staff morale and interest.

A cataloger in one of the eastern women's colleges writes as follows:

"I believe there is something fundamentally wrong in the present situation which makes librarians reluctant to go into cataloging, and often anxious to leave it. I can best describe this situation perhaps, by listing the following factors which I believe . . . account in large part for the intangible psychological atmosphere found in this field. 1. Isolation from the rest of the library staff. 2. Lack of adequate leadership. All sorts of remedies have been suggested . . . from subject specialists to hours for working with the public . . . I believe a feasible solution depends on the ability of the head librarian and the head cataloger to bring the catalogers into the main stream of the library's activities."

A university cataloger describes a job situation which seems to reflect inefficient administrative planning and possibly poor job classification: "Order and cataloging were combined as 'Technical Processes' . . . I am still called 'Head Cataloger' . . . but actually I have no authority whatever. . ."

Another university cataloger refers indirectly to a type of situation that might be influential in forming work attitudes: "In my own mind I have a study to be incorporated in an article on the social status of library staff members in a college community as compared with the teaching faculty."

A former cataloger of distinction, now a college librarian, writes that he feels the catalogers' expressions of preferences for administrative work do not reflect merely a desire to get away from requirements of certain mechanical routines. He believes that the over-all rigidity of work patterns of cataloging departments in the past has tended to destroy or send elsewhere the initiative so badly needed if real progress and constructive thinking in this field are to be achieved.

Resignations in Two University Libraries

(Continued from page 32)

for library administrators. The characteristics of the resigners should be extensively analyzed. More information is needed in regard to the best methods for controlling turnover in libraries. Cost analyses of turnover should be made in order to determine whether librarians are justified in making efforts to control turnover. A more narrow definition of the factors influencing the rate of turnover should be made.

Knowledge of the turnover situation is an important step toward gaining control of the personnel problem in libraries. It is a challenge to scholars to make contributions in such a vital, yet relatively unexplored area.

By J. R. BLANCHARD

Agricultural Research and the Exchange Problem[1]

Mr. Blanchard is librarian, College of Agriculture, University of Nebraska.

IT WILL probably be asked—in what way are the exchange relations and problems of agricultural libraries different from those of other libraries? Essentially there is little difference except that in agricultural libraries they can assume larger proportions than in libraries specializing in other fields of knowledge. The literature relating to agriculture is enormous and a goodly portion of it is printed in serial publications and bulletins issued by state and national governments all over the world. A great deal is also issued by bodies that are quasi-official in nature. The predominance of official publications in this field is undoubtedly due to the immediate importance of agriculture to the general welfare. Governments find it expedient, for political and social as well as economic reasons, to keep their people well informed of advances in agricultural knowledge. This situation is a mixed blessing for the agricultural library. On the credit side it means many valuable publications are available free of charge—not counting, of course, the processing cost. On the debit side it means that increasing selectivity is necessary to keep our heads above the growing flood of literature and that a well organized exchange program requiring many man hours of work is a vital necessity. Anything that can be done to simplify this task will be of peculiar importance to all libraries specializing in agriculture.

Outside of the U.S.D.A. Library and its branches the majority of agricultural libraries in this country fall into the university and college group. These libraries are, in almost every instance, connected with state agricultural experiment stations and agricultural extension services which issue large quantities of publications each year. Some are general libraries specializing in agriculture and engineering and are a part of the state A. & M. colleges. Others are concerned almost entirely with agriculture and are connected with colleges of agriculture which form a part of the state universities. As would be expected there are variations in the exchange programs at the different institutions. For illustrative purposes it might be of interest to describe the procedures at the College of Agriculture of the University of Nebraska. The publication of the Nebraska Agricultural Experiment Station literature is under the supervision of the agricultural editor who also assists in the publication of the Nebraska Extension Service material. Maintenance of the mailing lists and the physical task of forwarding the publications of the Experiment Station and the Extension Service are coordinated into one unit. To save handling expense the printed material is not mailed as issued but is forwarded once every three months. Experiment Station bulletins are sent abroad by way of the Smithsonian Institution. Extension Service publications are sent abroad only on special request. The

[1] Paper presented at a joint meeting of the Agricultural, Engineering and Teacher-Training Sections, A.C.R.L., at the Trans-Mississippi meeting of the A.L.A., Sept. 5. 1949.

exchange of publications is under the jurisdiction of the librarian of the College of Agriculture who must approve all requests for exchange and who initiates such requests. This practice was recommended by the Agricultural Libraries Section and approved by the Association of Land-Grant Colleges and Universities in 1941 with a statement that:

> Each librarian of a land-grant college library should cooperate with the director of his Experiment station in establishing a general formula for exchange policies for Station publications. The librarian should have charge of the exchange lists. He should approve each exchange, noting that the library receives publications of equivalent value to those sent.[2]

There is also an exchange section at Love Library on the main campus of the university. The work of both units is, however, very closely integrated. The Love Library unit uses Nebraska agricultural publications, when necessary, to bolster its bargaining position. Arrangements are being made so the College of Agriculture Library can use the general university publications for the same purpose, including on occasion books issued by the University of Nebraska Press. It is hoped eventually to coordinate all of the exchange work of the University of Nebraska into one unit.

There are three aspects of the exchange problem—the exchange of duplicates, domestic exchange and foreign exchange. The exchange of duplicates has been discussed repeatedly at various meetings of the Agricultural Libraries Section. It was felt by many that a system comparable to the Medical Library Association's duplicate exchange arrangement would be useful. The U.S.D.A. Library for several years had a "wants and offers" section in its *Agricultural Library Notes* which proved helpful in obtaining and disposing of duplicates. In 1929 Claribel Barnett, then U.S.D.A. librarian, suggested that money be contributed by the college and station libraries to pay for the time of an assistant to handle the duplicate exchange work at her library. No permanent arrangement for this suggestion was worked out, however. A general agreement was reached by the Agricultural Libraries Section in 1941[3] when it was recommended to the Association of Land-Grant Colleges and Universities that all duplicates of experiment station material be returned, if possible, to their issuing offices. It was felt, and logically enough, that it would be more efficient if issuing offices were the sole source for back copies of their own publications. In practice this arrangement has not always worked too well. Many stations apparently prefer not to be encumbered by large stocks of duplicates or don't have the time to store and dispose of duplicates arriving in odd lots at various times. The 1941 meeting also heard the report of the Committee to Investigate the Possibilities of Setting up a Clearing House for Duplicate Public Documents other than State Experiment Station and Extension Division Publications. This committee, although burdened with a long name, made an excellent report in which it was recommended that agricultural libraries join the Association of College and Reference Libraries' duplicate exchange plan rather than start an independent system of their own. We have found at Nebraska that it is practical and satisfactory to list duplicates of agricultural publications on the periodic list which is circulated through the A.C.R.L. membership by the University of Nebraska Libraries. If the A.C.R.L. arrangement continues to work satisfactorily it would not seem necessary to have a separate organization for handling duplicates of agricultural publications. The U.S. Book Exchange is also a means for the disposal and collection

[2] U. S. Dept. of Agriculture. Library. *Agricultural Library Notes* 17:4, January 1942.

[3] U.S.D.A. Library. *op. cit.*

of duplicates. The Detroit Public Library withdrew from the Duplicate Exchange Union recently, citing the following reasons for its action:

1. The United States Book Exchange will be a much more efficient way of exchanging surplus material between libraries.
2. The time saved becomes a tangible thing when the compilation of exchange lists is eliminated.
3. The time saved by checking several long lists from USBE instead of many short exchange lists will be profitable[4]

The domestic exchange situation presents, as far as I can see, no insuperable difficulties. I would like to make an observation, however—I believe many of us may be paying for domestic publications that we ought to receive free on an exchange basis. If the situation were explored thoroughly, and perhaps some of you have done that already, we would probably find that our experiment station and extension service material is being sent without charge to many associations and organizations who are charging us for their publications. A postcard would no doubt be sufficient in many cases to save us several dollars of subscription money a year. There are some organizations, of course, who operate on such a slender financial margin that it would be impossible for them to supply free copies of their literature. The Association of Land-Grant Colleges and Universities has given its blessing to the use of station publications for exchange with "outside" libraries in the following statement:

Libraries not connected with Land-grant colleges, Experiment Stations, or the U.S. Department of Agriculture, but interested in agriculture, shall receive publications of an Experiment Station, if publications of equivalent value are sent on exchange to the library which is associated with the Station. However, no library of an institution or organization *primarily* interested in agriculture should be barred from the mailing list because its publications are not of equal value with those of the Station.[5]

The principal difficulties at most institutions are connected with the international exchange situation. Some of these problems are:

1. Exchange relations are haphazard. In many cases exchange with a foreign institution is set up, not because we planned it that way, but because there was a chance inquiry for a certain publication or because the agency abroad wrote and suggested an exchange. An up-to-date list of foreign agricultural institutions which gives the titles of literature available on exchange is badly needed.[6] As it is now we can only grope in the dark and hope we have full coverage of needed material. Robert B. Downs remarks on this situation in his interesting article "International Exchanges" published in *Science:* "No list of foreign publications available for exchange is in print, and consequently, arrangements must be negotiated directly between libraries, frequently on a hit-or-miss basis."[7]

2. The larger research libraries, particularly the U.S.D.A. Library, often receive extra copies of foreign agricultural publications. In most cases there aren't enough copies to send to all the agricultural libraries in this country. The question of how they should be distributed and to which libraries is an important problem.

3. Agricultural libraries receive and process many foreign publications which don't appear to be worthwhile. In some cases the material is simple propaganda or of a popular nature and of little research value. Quite often publications received are in languages so obscure, obscure at least to

[4] Flaherty, Terese, chief. Book Selection Dept., Detroit Public Library, [Circular letter of May 9, 1949].

[5] U.S.D.A. Library. *op. cit.*

[6] UNESCO proposes to issue in the near future a manual on the international exchange of publications. An appendix containing a classified list of institutions which are willing to exchange publications will be published later. It is hoped that a comprehensive listing of agricultural institutions will be included.

[7] *Science* n.s. 105:417, 1947.

Americans, that they are never used. Recent studies made of bibliographies in scientific serial publications published in the United States show the percentage of references cited in languages other than English and German is relatively small. Hermann Fussler, in his exhaustive study "Literature Used by Chemists and Physicists,"[8] shows that in 1939, 64.5 per cent of the serial references from a selected list of American journals were published in Great Britain and this country, 25 per cent were published in Germany, 3.0 per cent in France and 7.5 per cent covered the rest of the world. The ratio in 1946 was about the same. James G. Hodgson, in his paper "The Use of Periodicals in a Special Field: Nutrition"[9] found from a study of serial references in the *Journal of Nutrition* for 1945 and 1946 that "only four non-English titles were recorded among the first 48 in point of use." He points out, however, that this situation could be partly attributed to war conditions which prevented many of the foreign serials from reaching this country. I found in a study of *Soil Science* that of the 1035 references cited in that journal for 1939, 80.3 per cent were issued in the U.S. and the British Commonwealth, 13 per cent were in German and 2.3 per cent in French. Only 4.4 per cent remained for other languages of the world. The situation was even more lopsided in 1948 when 92.6 per cent of the references were in English, 3.3 per cent in German and 1.3 per cent in French, leaving 2.8 per cent for the remaining languages. It must be remembered, of course, that difficult times abroad have affected the amount of foreign agricultural literature published. It is also quite possible that more non-English literature would have been used if it had been more widely available. Even with the material available, however, there is still the great barrier of language. Not many of our agricultural research men can read any of the Slavonic, Near Eastern or Far Eastern languages, nor should they be expected to. The number who can read with ease more than one Western European language is certainly small. English language abstracts at the end of articles do help, but the Russians and their satellites seem to be dropping that custom. This paucity of reference to material other than that in the English language would make it appear that our research men aren't true scholars. I found, however, in a study of the *Landwirtschaftliche Jahrbücher* for 1939 that German scientists show the same tendencies as our own men in that 92 per cent of their references were in German and only 2.9 per cent in English. It would appear, then, that a service that would translate agricultural literature expeditiously, accurately and without too much expense, would be a great boon to research. A committee formed by the Agricultural Libraries Section in 1948, however, found interest in such a project to be negligible. This committee, of which Louise Bercaw, assistant librarian of the U.S.D.A. Library was chairman and of which I was a member, sent questionnaires to all land-grant college libraries asking if they had translation services of their own and if they were satisfactory. They were also asked what translation services they used if there were none available at their own institutions. The questionnaires that were returned indicated the surprising fact that the large majority of colleges had no formal translation services available and that in most cases there appeared to be no particular need for them. With few exceptions a large percentage of the questionnaires indicated that the modern language faculties could handle the small amount of translation work that was necessary. It would appear, then, from this lack of interest in translation services and the

[8] *Library Quarterly* 19:128, April 1949.
[9] Colorado A & M College Library. *Library Bulletin* 19, May 1948.

small percentage of foreign references found in agricultural literature, that we are spending too much time and money in processing some of these publications from abroad. It would certainly be to our advantage if we had available a list which would supply us with authoritative information about exchangeable publications. In this way we would avoid receiving and processing such obscure material and could answer the occasional request for infrequently used items by means of interlibrary loan or by ordering photocopies from the larger research libraries. Many of us are now depending on the U.S.D.A. Library for this service because of its excellent photocopying laboratory and the complete coverage of its *Bibliography of Agriculture.* It has been suggested, and it might well be feasible, that agricultural libraries receiving publications in out-of-the-way languages send them to the Department of Agriculture Library so that they might be listed in the *Bibliography of Agriculture* and made available to everybody by a group which can handle the languages concerned. In time we may expect the regional deposit or storage libraries to have on hand literature of this sort. An expressed function of the Midwest Inter-library Corporation is:

> To establish and to maintain a Midwest Inter-library Center for the cooperative custody, organization, housing, servicing (and for some materials, ownership) of little used research materials.[10]

What has been done to solve these difficulties and what can we do about them now? There has been in the past, and there still is, a great deal of general interest in the international exchange situation. Governments, learned institutions and librarians have planned and worked for years to have better exchange relations. Activity in this field has increased considerably since the end of World War II. The war and its disruptions has made us realize the need for a stronger and more centralized system of exchange which would apply not only to national but to state and private institutions and libraries as well. The creation of UNESCO, with its mandate to encourage international exchanges of all kinds, has also caused greater activity and permits us to hope that sufficient support by librarians throughout the country will eventually bring a solution to this difficult problem. The most extensive discussions in recent years were at the Conference on International, Cultural, Educational, and Scientific Exchanges at Princeton University in 1946. The preliminary memoranda on this conference were written by Edwin E. Williams and Ruth V. Noble and published by A.L.A. in 1947.[11] This publication summarizes the discussions very admirably and contains excellent historical background material. In spite of these discussions, however, nothing has been done, as far as I know, to solve the international exchange problems of agricultural libraries at a national level. There have been attempts to solve certain parts of the problem. For instance, the U.S.D.A. Library in 1946 sent copies of its foreign mailing list to all directors of agricultural experiment stations, with the hope it would help in putting the stations' mailing lists on a postwar basis. There is also in existence a committee of the Association of Land-Grant Colleges and Universities which is concerned with international exchange relations as they affect land-grant colleges. The chairman, Harold Macy, who is associate director of the Minnesota Agricultural Experiment Station, has written to me that his committee has done some work on compiling a list of for-

[10] Frodin, Reuben S. "The Midwest Interlibrary Corporation." *A.L.A. Bulletin* 43:171, May 1949.

[11] Williams, Edwin E. and Noble, Ruth V., *Conference on International, Cultural, Educational, and Scientific Exchanges. Princeton University—Nov. 25-26,, 1946. Preliminary Memoranda. Recommendations adopted. Summary of discussion.* Chicago, American Library Association, 1947. 210p.

eign institutions with which exchange is desirable.[12] When finished this will probably be similar to *Agricultural Research Institutions and Library Centers in Foreign Countries,* compiled by Howard Lawton Knight, editor of the *Experiment Station Record.* The last edition of this list was issued in 1934 by the Office of Experiment Stations. Dr. Macy feels the greatest need is a better arrangement for the distribution of incoming material from abroad and hopes the library people can do something about it. He believes the present system of distribution to foreign agencies by way of the Smithsonian Institution is satisfactory.

There are several ways in which we can attack these problems. A central exchange agency is an obvious solution. Such an organization could be an agricultural unit forming an integral part of a national center such as the U.S. Book Exchange, or, if that is not feasible, an independent agency handling only agricultural exchanges. In either case I should think such a unit would need to be closely associated with or physically located in the U.S.D.A. Library where extensive mailing lists and contacts with agricultural agencies abroad already exist. The need for national agricultural libraries to take leadership in international exchange relations was noted by Dr. S. von Frauendorfer, formerly librarian of the International Institute of Agriculture, who reported to the 14th International Conference for Documentation in 1938 that "In each country there should be a large central agricultural library which would function as the representative organ for coordinating agricultural documentation within its own country and to which the relations with foreign countries could be entrusted."[13] If this line of reasoning is followed it might also be suggested that the Engineering Societies Library in New York serve as the clearing house for the exchange of engineering literature.

One always asks, if he is practical, how such an agency would be financed. A separate agricultural exchange agency could no doubt depend on some federal funds but would probably need to be supported principally by the individual agricultural libraries or institutions. The success of the Cooperative Acquisition Project and the interest in the Farmington Plan show that cooperative ventures of this sort can succeed. If it is a part of the U.S. Book Exchange, financing would presumably be on a cost per piece basis comparable to the amount charged to American libraries now participating in the U.S.B.E. program. The U.S. Book Exchange, formerly the American Book Center, recently received a grant from the Rockefeller Foundation and is apparenty well on its way to becoming the national exchange bureau. One hundred ninety-four American libraries have subscribed to its program and it has the backing of the Council of National Library Associations, The Library of Congress, UNESCO, the American Council of Learned Societies, the Engineers Joint Council, the American Council on Education and other groups. The U.S.B.E. will accept publications in science and technology for exchange purposes as well as material in other fields of knowledge. Documents, books, pamphlets and most other forms of publications are acceptable except newspapers. At present only institutions in the hard currency countries are charged for this service. The fees are 50¢ for a bound monograph, 35¢ for a periodical issue or unbound monograph and 90¢ for a bound periodical. Shipping costs on material received and sent is paid for by the participating libraries.[14] This agency, if it is successful, may well be the solution to our

[12] Macy, Harold, [Letter to J. R. Blanchard] June 28, 1949 (MS).
[13] U.S.D.A. Library. *op. cit.,* 14:48, January 1939.

[14] "United States Book Exchange to Continue under Grant." *Library Journal* 74:184-85, Feb. 1, 1949.

exchange problems. It should have, however, a unit that would specialize in the exchange of agricultural publications. American research in agriculture is highly respected abroad. There is a great demand for state agricultural experiment publications which are issued in ever-increasing quantities. If exchange relations for this valuable material were centered in one agency it would mean a bargaining power that would benefit all American libraries. A tremendous saving in time and money would also result. If computed, the time spent on agricultural exchange work in all of the 48 states would surely amount to a respectable total.

An exchange center for agricultural libraries, whether an independent agency or part of a larger group, would, as I visualize it, perform the following tasks:

1. Act as a clearing house for exchange relations between agricultural institutions in this country and abroad. The need for a clearing house of this sort is illustrated by a difficulty experienced by the College of Agriculture Library in Nebraska. One of our principal interests there is soil science. Because of this one of our research men who reads Russian is particularly interested in the Russian magazine *Pedology* (*Pochvovedenie*). We have not, however, received this journal since 1947. Inquiries have been sent to Russia on two occasions asking about *Pedology* but there has been no reply in either case. We send the Nebraska Agricultural Experiment Station material to 22 addresses in the Soviet Union and have been receiving currently several publications from that country—but not the publication in which we are most interested. A central exchange agency, with its contacts abroad and greater inflence, could possibly straighten this matter out for us. Unfortunately the present international situation makes even this possibility rather doubtful.

2. Maintain a list of foreign agricultural institutions containing descriptive notes about their publications which are available for exchange.

3. Distribute duplicates of foreign agricultural publications received by the U.S.D.A. Library and other large research libraries. A depository library for each region, designated by the interested libraries themselves, would be a possible solution. A distribution based on subject interest might also be feasible. This was done by the Cooperative Acquisition Project. Ralph Shaw and Luther Evans both spoke of this problem at the conference at Princeton. Dr. Evans stated that "many documents are received in more than one copy, but the Library of Congress has no pattern for their distribution and would like to see one developed."[15] Mr. Shaw spoke of the need to help the states in their document acquisition and exchange programs and remarked that the U.S.D.A. Library occasionally receives multiple copies of foreign journals with a request that it help to establish exchanges. He observed that there should be a group representing state and private institutions to determine how such items should be distributed.[16]

If it is felt an exchange agency is not feasible, an alternative would be to appoint committees of agricultural librarians who could give aid and advice to organizations that are in a position to do something about these questions. For instance we can encourage and offer our help to Dr. Macy's committee in the hope that its projected list of foreign agricultural institutions can be completed in the near future. We might also ask the Library of the Food and Agriculture Organization or the U.S.D.A. Library to carry on in the footsteps of the International Institute of Agriculture and give us a new edition of the *International*

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[15] Williams. *op. cit.*, p. 77.
[16] *Ibid.*, p. 82.

By EDWIN B. COLBURN

The Value to the Modern Library of a Technical Services Department

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THE ORGANIZATION of departments of technical services in libraries to cover the processes of ordering, cataloging and preparing material for use is a comparatively new development, having taken place largely within the past 10 years. Even in this comparatively short time, however, considerable discussion has arisen concerning the advisability of establishing such units, the purposes they are intended to serve, and the benefits to be derived from them. The articles by Raynard Swank[1] and Alex Ladenson,[2] and the papers presented at the A.L.A. conference in June 1948,[3] are typical of such discussions.

The purpose of this paper is not to defend such units, but to indicate some of the objectives sought in their organization and particularly to describe some of the means of attaining these objectives.

Objectives

Mr. Ladenson, in the paper referred to above, has stated very well the aims he has constantly kept in mind in organizing the work of his department at the Chicago Public Library. Supplementing the objectives which he sets forth, we may consider the reasons which have often been advanced for the creation of technical service departments.

One of these is decreasing the span of control of the librarian. There are many drawbacks to having a large number of lines of communication between the librarian and the various departments of the library. If regularly scheduled meetings of department heads are held, it is rather difficult to transact business or discuss and establish policies if the membership of the council is too large. That is an aspect which makes a large committee practically as useless as no committee at all. If the communication is by means of individual conferences, a large part of the librarian's time is consumed by these conferences, to the detriment of his other duties. In either case, situations are bound to arise in which one division head will raise a problem which involves another closely related division. Let us say that the head of the order division reports the imminent receipt of a large collection of material. Such an event inevitably requires special planning by the head of the cataloging unit and the person in charge of mechanical processing to avoid the creation of a bottleneck. A consultation with the librarian of the three people involved is then indicated. Perhaps ideally it might at times be possible to do this without the librarian's participation, but in practice the tendency to view the problem only from the point of view of one's own division makes this inadvisable. If, however, there is one person responsible for the work of all three units, he can conduct

[1] Swank, Raynard C., "The Catalog Department in the Library Organization," *Library Quarterly* 18:24-32, January 1948.
[2] Ladenson, Alex, "The Acquisition and Preparation Departments," *Library Quarterly* 18:200-05, July 1948.
[3] "The Technical Services Division in Libraries: A Symposium," *College and Research Libraries* 10:46-68, January 1949.

the necessary planning, referring to the librarian only those matters which involve general library policy.

Another objective sought in the creation of a technical services department is an increase in the flow of materials. There is probably no library of any size which does not have somewhere within it a backlog of some magnitude of materials awaiting processing. I do not mean to imply that such a backlog can be eliminated overnight by the creation of a technical services department, but certain steps can be taken and some results achieved through this medium. Of these I shall have more to say later.

Cooperation among divisions within the department is another objective of the technical services department. Everyone of us has a tendency, more pronounced in some cases than in others, to look at matters from the point of view of our own section or part of the work. This is natural and inevitable, and will continue to be as long as human beings and not robots are doing library work. The appointment of one person to supervise the various aspects of processing makes it possible to have an individual whose prime allegiance is not to any one unit. He or she will thus have a broader point of view and can plan and direct the work with more objectivity. This person can also tactfully indicate to the various division heads the problems of the others and create a better understanding of their mutual difficulties.

Costs of processing have long been a matter of concern to librarians, and also to boards of trustees. I know of one member of the board of a large library who became convinced that the processing costs were much too high. Accordingly, he constituted himself a committee of one to investigate the matter, much to the embarrassment of the librarian, and even more to the head of the catalog department. This trustee simply could not be convinced that after a book was purchased, it was necessary to allow an amount almost approaching the purchase price to prepare it adequately for use by the library's patrons. We are all only too well aware that books do not arrive in the library completely ready to be placed on the shelves or issued by the circulation desk, and that cards for them do not miraculously appear in the catalog. I do not pretend to know what is the proper percentage of the library budget for processing, or what the average cost for processing a book for use should be. Statistics of this type are difficult to obtain, and figures for the average cost of processing a book are unreliable at best, as they do not take into account other work done by the processing units.

But we must admit that the processing administrator and the librarian will do well to consider the possibility of reducing costs, especially in these times when gifts of money are decreasing in size, and requests for appropriations are being more carefully scanned by those in charge of allotting funds. The technical processes organization may be able to help in the reduction of such costs.

Correlated Order Forms

One device which has attracted wide attention since its appearance a little more than 15 years ago is the correlated or multiple order form. By this term is meant any or all of the various systems of preprinted order forms which come in a varying number of copies up to nine and perhaps more. Most of these are precarboned, although some are not. Those which are generally incorporate the snap-out principle for the removal of the carbons after the typing operation is completed. They may come in pads containing one to five sets of forms, or in long strips composed of several hundred sets. I should like to review the procedures followed with ours at Northwestern University to indicate how we are attempt-

ing to streamline our work by their use. We do not claim that our forms as now constituted are perfect. In fact, we are already planning changes to be made when the time comes to reprint them. Nor do we maintain that they are superior to those in use at other libraries. The sole reason for using them as examples is my familiarity with them.

The forms consist of seven parts, all bearing the same serial number in red, and come in strips of 400. When the typing operation is completed, the sets are detached from the strip, the carbon paper snapped out and discarded. The individual parts can then be disposed of, as will be shown later. So much for the mechanical details.

Requests for material may be received on form slips provided for the purpose, or simply in the catalog or list received from the dealer. In either case the searching is done by use of the medium supplied, that is from the slip, catalog, or list. In the searching process, any bibliographical information which may be of use in ordering the book, or in aiding the dealer in identification of the item, is added to the citation. If this is of help to the catalogers also, so much the better. The items are then sorted according to the dealer with whom they are to be placed, if this is not obvious from the source of the quotation, and given to the typist, who prepares the order as indicated above.

Part one is the "original purchase order." Information typed upon this includes, in addition to the author, title, place, publisher, date, and other necessary bibliographical data, the fund to which it is to be charged, the name of the dealer, the date of order, the number of volumes if more than one, the number of copies desired, the eventual location of the book (if other than the main stacks), the person and department making the recommendation, the source of the quotation, and the estimated or list price. This information, by means of the carbon, carries through to all the other parts of the set. The lower portion, which differs on each part, gives general directions to the dealer for filling the order. These are supplemented by more detailed instructions on the verso of the slip. Experience has taught us that too lengthy instructions are of little value, as the dealer will not take the time necessary to read them. This part goes to the dealer and he can keep it for his records if he so desires.

Part two is a report slip which also goes to the dealer. Prominently printed in red upon this slip is the instruction "Return this slip with the book." By having this slip in the book when it arrives, we are able to locate those other parts of the form which are filed by order number, as well as those which are filed alphabetically. It is also possible to shelve the books numerically by order number while they are awaiting checking in or other steps in the processing. At the bottom of this second part is a note to the dealer requesting him to return the slip with the book if it is available, or if not, to report on the reverse side where he may check in the spaces provided any of several listed reasons for nondelivery. This saves correspondence on the part of the dealer. After the book has been checked in and forwarded for processing, this report slip is used as the permanent record in the "dead file." Here it will in the future answer questions concerning source, date of purchase, cost, etc., in case of loss or necessity of replacement.

Part three is the fund slip which is used in the bookkeeping procedure, of which more will be said later.

Part four is the order slip for Library of Congress cards. The bottom of this slip contains the report symbols to be used by L. C. when cards are not available. These

slips are forwarded to the Catalog Maintenance Section, which is responsible for card ordering. Cards for current imprints are ordered immediately. For noncurrent items, the order is placed when the material is received. If the card number is found in the verification or searching process, it is supplied on the order forms at the time of typing. If not, cards are ordered by author and title. The preparation of the card orders formerly occupied the major portion of one assistant's time. Now much of it is done in the same process as the typing of the purchase order.

Part five is a claim slip. This is used as a follow-up in cases where the book or a report is not received in a reasonable length of time. The length of time an order is outstanding can easily be determined by checking the fund file, which is filed by order number, and is therefore a chronological record. A note to the dealer at the bottom of the slip states that no answer has been received on the order, and requests him to supply the book or report in the spaces provided on the reverse side of the slip. These are identical with those on the report slip. Use of these slips saves writing letters to trace items not received.

Part seven is the temporary catalog card. This is filed in the public catalog immediately, before the order is mailed. Thus we have an additional check to avoid duplication. The bottom of the slip bears a note to the user of the catalog, informing him that the title is on order or in process. If the item is urgently needed it can be requested at the circulation desk. If it has been received, the cataloging can be speeded or the book used in the library at once. By placing these cards in the public catalog, we have only one place to search before ordering. We also have a record of the presence of the book from the time of its receipt, a fact which is much appreciated by the faculty.

The original request slip by which the order was originated by faculty or staff member has meanwhile gone with the book through the cataloging process. In this way it conveys to the cataloger any bibliographical data obtained in the searching process. Finally, it is used to notify the person originally making the request that the book is now ready for circulation.

By the use of these slips, we have reduced the number of typing operations, the number of places in which searching must be done before ordering, and the amount of time required in preparing L. C. card orders. We have also devised a means of conveying available information to the catalogers, and of providing temporary cataloging for our purchases. There are undoubtedly other uses which can be made of these forms. We are now considering the possibility of using one part as a binding slip, but this is still in a very tentative stage.

Bookkeeping

On the basis of the multiple order slip system I have just described, we have also devised a new accounting and bookkeeping system for book purchasing. The amount of bookkeeping necessary varies in different libraries, according to the regulations of the institution or governmental system of which the library may be a part. Therefore, a good system for us at Northwestern may not be satisfactory for another library, but I should like to explain briefly what we have worked out, as an indication of the possibilities for the streamlining of this procedure in a department of technical service.

As has already been indicated, our bookkeeping system depends very closely upon our multiple order forms. One slip in the set is called the "fund slip," and is designed primarily for accounting use, although it also serves other purposes. By agreement with the business office of the university, bills are sent through for pay-

ment three times a month. Foreign bills go to the business office on the third of the month, in order to allow time for processing and payment by the 30th for inclusion on the monthly statement of budget expenditures. Domestic bills go through on the 12th and 22nd. These dates were chosen to avoid conflict with bills coming from other parts of the university. This cooperation between the business office and the library is indicative of what can be done by the head of a technical services department. Perhaps it could be done as easily by the order librarian, but in our organization at least, it had not been done previously. As the payment periods are thus spaced at intervals of 10 days, we have adopted these periods as basic in our scheme. In other words, the books are completely balanced, showing commitments, expenditures, cash balance and free balance at these intervals.

Each day as orders are prepared, the fund slips are forwarded to the bookkeeper. They are divided by fund, and are placed in a separate part of the file until the time for balancing the ledger arrives. At that time the commitments, *i.e.,* the estimated or list prices for items ordered on each fund, are totaled and entered in the column of the ledger provided for commitments outstanding, and the estimated free balance reduced accordingly.

The dealers are requested to indicate on the bills rendered the name of the fund and the order number for each item. This simplifies the pulling of the fund slips as the bills are processed. When the bills are ready for payment, the fund slips for items received on each fund are collected and the totals of commitments and actual expenditures computed. The commitments thus paid are entered in the ledger column for this purpose, and the balance of commitments outstanding reduced accordingly. The total of expenditures for the period are also entered in the ledger, the total to date computed and the cash balance reduced accordingly. Since the estimated price is only an approximation and does not take into account the discounts which will be given by the dealer, it is also necessary to adjust the estimated free balance. This is easily done by computing the difference between estimates and expenditures. If we have overestimated, this difference is added to the free balance. In case we have underestimated, the difference is subtracted.

Once each month a report of the status of the individual book funds is prepared for the librarian on a form designed for the purpose. He is thus in a position to see the manner in which funds are being expended and which departments are spending too rapidly and which too slowly. As the end of the fiscal year approaches, it may be necessary to prepare the report more frequently. Meanwhile, it is possible to determine from a glance at the ledger the status of any fund up to a point not more than 10 days previous. Or we can prepare a report on the status of all funds in the time it takes to type out the form, approximately an hour. The preparation of the report formerly required two days or more, as it was necessary to recompute the outstanding commitments each time a report was made.

Thus far this system has worked very satisfactorily for the library and the business office. One request for information on the bookkeeping procedure has been received, with the announced intention of considering it for adoption in another large university.

The fund slips also serve other purposes. Since they are filed by order number, and the numbers are chronological, it is very easy to see what orders have remained unfilled for a long period. As the slips are transferred to another file after payment, they serve as a record of the purchases on each fund during the fiscal year, if such in-

formation is desired. We have also kept the slips of items reported as unavailable by the dealer. These may give us some insight into the types of material which we are failing to obtain.

Consolidation of Files

In some libraries there is a duplication of files between the order division and the cataloging or other divisions. This situation inevitably leads to extra work, some of which can be avoided by consolidation and cooperation. In a number of institutions where correlated order forms are not used, an order file is kept as well as an in-process file of material received and awaiting processing or being processed. These two files can often be united. The order slips can then be marked to show receipt of the volume and immediately replaced in the file, thus saving one filing operation. Frequently double records are kept for periodicals, the one in the order division showing, in addition to the status of the library's holdings, decisions upon continuing subscriptions and filling gaps, while the one in the periodical division gives the holdings and the binding status. Assuming that the divisions are sufficiently close together in location, one file can often be utilized to contain all this information.

Personnel

The head of the technical services department is often in a better position than the division head to separate the clerical from the professional duties of the staff. The greater objectivity which can be achieved in this position, and the over-all view afforded, contribute to this. Moreover, greater flexibility is possible in shifting clerical personnel from one division to another as occasion demands, or in the sharing of the time of such personnel by two divisions. Nor is such flexibility confined to the clerical staff. Professional workers can also be shifted if their qualifications permit and the interests of the department so dictate. Since the head of the department is aware of special problems or an increased work load in one division, plans can be formulated to avoid breakdowns in processes in all divisions of the department by advance preparation or temporary re-alignments. The flow of work can be maintained more evenly and the transmission of information expedited.

As a result of this same over-all viewpoint, the head of the technical services unit is in a better position to draw up realistic job specifications and to evaluate the relative importance of the various positions in the department. Thus a more equitable salary scale can be achieved, and a more reasonable budget recommendation prepared for presentation to the librarian. Individual staff members would thus seem to be assured of a fairer evaluation of their and their position's worth in relation to the other people and positions in the department.

The centralization of the administrative organization for the order, cataloging and mechanical processing divisions means that one person is concerned with personnel records, such as absences, vacations, and leaves. It seems reasonable that one person can keep such records for 60 people more quickly and easily than can three persons for 20 people each. Moreover, centralization of such records provides for greater uniformity in the application of rules pertaining to such matters.

Relations with the Public

Relations of a library with the public is a matter which should be of prime concern to the staff. From the point of view of technical services, we have on the one hand the dealer. Whatever we may say concerning individual agents, we must agree that the majority of them are willing and even

anxious to cooperate with their customers, the libraries. The head of a technical services department is in a good position to smooth the path toward better relations in this sphere. If he knows his work, he is conversant with the problems of the order division, the catalogers, the serial records staff and the people preparing material for binding. With this knowledge, he is better prepared to present the over-all problems of the library to the dealer and to work out means of cooperation with him. On the other hand there are the faculty and the student body. In his relations with them the technical services specialist is able to bring about better understanding by developing ways and means of getting the materials they need into the library more quickly, and of cataloging and classifying them more satisfactorily. The resulting satisfaction will pay large dividends.

These are only some of the numerous devices which can be utilized in a technical services department to streamline and improve operations. More can be found, and in the discovery and application of these the specialist in this field will find a constant challenge and a rewarding satisfaction. This is not a static field, but a constantly changing one, which offers great possibilities to the adventurous. Life is never dull, and the person entering this field can expect to enjoy his work while helping to improve library technique.

Agricultural Research and the Exchange Problem

(Continued from page 46)

Directory of Agricultural Libraries and of Libraries Specialized in Subjects Related to Agriculture (Rome, The Institute, 1939. 311p.) Revisions of other lists issued by the International Institute of Agriculture, such as the *International Directory of Animal Husbandry Institutions* (Rome, 1933. 322p.), the *International Directory of Agricultural Engineering Institutions* (Rome, 1939. 152p.), the *International Directory of Dairying Institutions* (Rome, 1934. 450p.), the *International Directory of Agricultural Experimental Institutions in Hot Countries* (Rome, 1934. 563p.), and *Institutions Agricoles dan les Pays Tempérés* (Rome, 1933. 306p.), would also be of great value. We could certainly attack, through regional committees, the question of which libraries were to be designated as depositories for duplicates of foreign agricultural material received by the larger research libraries. In any case I propose that we attempt to do something concrete about the foreign exchange situation. If enough interest is aroused I see no reason why a decision in favor of decisive action cannot be reached at the national meeting of the A.L.A. in July 1950.

By WILLIAM JEROME WILSON

Historical Libraries–New Style[1]

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A STUDY of the basic principles of historical libraries might well open with a definition of terms—the subject seems weighty enough to warrant it. As it happens, however, "the historical library" is a troublesome expression. It is easier to describe in action than to define in words, and its principles are more readily grasped from illustrative examples than from theoretical statements. You will not be disturbed, therefore, if this discussion, as it proceeds, takes on something of the aspect of a medieval mystery play, in which the plot develops on broad and simple lines, the few characters tend to become types, and action and argument are freely interspersed.

In lieu of a definition let us begin with an obvious fact, namely, that any library on any subject or subjects, after it has existed for a considerable number of years, becomes at least partly historical, and the longer it lasts the more historical it is. The reason is simple. Every subject that human beings study makes some progress from age to age, and the books that were of current practical interest a generation ago may be of merely historical interest today. This process is sometimes fast, sometimes slow. The faster and farther knowledge advances, the more rapidly the books recording that knowledge become outmoded.

An outstanding example of this process took place during the eighteenth-century enlightenment. Previously there had been two fascinating sciences—nowadays we call them pseudosciences—in which most persons believed. One was astrology, which apparently originated in Babylonia several centuries before the Christian era. The other was alchemy, which seems to have originated in China just about the time of the Christian era. All through the Middle Ages and on into the Renaissance, astrology and alchemy were part of the accepted scientific lore. They regularly provoked a certain amount of skepticism and dissent, and every now and then a pope or an emperor tried to ban one or the other of them. Nevertheless, for centuries most educated people believed that the future could be foretold from the stars and that there were secret methods of turning base metals into silver or gold. To be sure the astrologer often slipped up in his predictions and the alchemist's gold often failed to stand the assayer's tests, but there were enough apparent successes to keep both beliefs alive. People, as always, remembered the hits and forgot the errors.

And now there comes an historic change. During the eighteenth century, with the spectacular rise of astronomy and the development of experimental chemistry, the older "sciences" are discredited. This does not take place overnight, but it does take place in a comparatively short time. And what, we may ask, then happens to the astrological and alchemical books and manuscripts? By the hundreds they are thrown out of the libraries as trash or are shoved up into attics or down into cellars, there to gather dust for about a century.

This is not quite the end of the story;

[1] Address to Friends of the Library, Baldwin-Wallace College, June 19, 1949.

if it were, there would be no point in telling it here. Toward the close of the nineteenth century the historians began to wonder what lay back of the new sciences of astronomy and chemistry. It was obvious that the origins were to be sought in the older astrological and alchemical works, and scholars began pulling these out of the attics and cellars and examining them. Hundreds of copies, even after the invention of printing, were still in manuscript form. Other hundreds were printed. Most of them belonged to public or university libraries, though a good many were still in private hands. For those in institutional libraries several special catalogs were compiled. One series, covering the Greek astrological manuscripts in all European libraries, first appeared in 1898 and ran to about a dozen volumes.[2] A similar catalog of Greek alchemical manuscripts reached eight volumes.[3] The cataloging of the Latin manuscripts has just fairly begun but should in time prove an even larger task.[4]

The renewed interest in these records, it should be said, was purely historical. There was no revival of astrology and alchemy for their own sake. The historians were not consulting the old books in order to cast a horoscope or to produce two ounces of gold where one had been before. They were trying to understand the thinking of older generations, to trace its development from age to age, and to appraise each stage fairly for what it was or was not worth. The scholarly attitude toward the so-called occult sciences was never better expressed than by Bouché-Leclercq, the brilliant historian of Greek astrology, who closed the preface to his *L'Astrologie Grecque* with the hope that he might not appear to have wasted his time in investigating that on which other men had wasted theirs.

Such developments in the world of scholarship had one very practical result. They presented an opportunity to the rare book trade. Dealers, sensing the renewed interest in these subjects, began to buy up alchemical and astrological books and manuscripts, and include them in their sales catalogs. Many of the volumes had striking illustrations, elaborate astrological tables, or diagrams of furnaces, stills and other alchemical apparatus. Naturally these appealed to the fancy of book collectors, and the prices gradually rose, until some of the better items, especially if they were manuscripts illustrated in colors, brought several hundred dollars each in the open market. A century earlier they could hardly have been given away.

This Cinderella-like story—I almost called it a parable, but it really is true—ilustrates several of the principles that seem to govern historical libraries. The first and most obvious is that such a library depends on historians. Toward the end of the eighteenth and beginning of the nineteenth centuries there were no historians who were interested in astrology and alchemy, and during that time there were no historical libraries covering these subjects. There were only junk piles, up in the attics, down in the cellars, off in the storerooms, where the sourcebooks on those subjects had been thrown. The junk piles were not libraries in any proper sense. Not until the scholars became interested in the subjects and the librarians began to examine, catalog and classify the sourcebooks did the junk piles take shape as organized historical libraries on alchemy and astrology.

This is the end of the prologue, and three of our actors have already made a fleeting appearance. Before they step out on the stage for their main act, let us charac-

[2] *Catalogus Codicum Astrologorum Graecorum*, edited by F. Cumont and others, 1898-1934, 11 volumes, some of them in several parts.

[3] Union Academique Internationale, *Catalogue des Manuscrits Alchimiques Grecs*, edited by J. Bidez and others, 1924-32, 8 volumes.

[4] Union Academique Internationale, *Catalogue des Manuscrits Alchimiques Latins*, 1939, vol. 1, edited by J. Bidez and others.

terize them a little more closely. Consider first the historian and the librarian. Each of these stands for an essential principle of library development. Without some active human interest in a field of history no historical library in that field will develop. On the other hand, without rational organization no pile of books will become a usable library. Generally speaking, the interest in the subject is supplied by the historian, whereas the organization is supplied by the librarian. Occasionally these are one and the same person, but probably more often they are distinct.

And which comes first, the historical scholar or the historical librarian? This is like the hen-and-egg conundrum. At first one is tempted to say naively, "The historical scholar comes first, of course. He supplies the interest in a given field. He writes a sketch of the history, he stimulates public discussion of the subject, and he inspires if possible a group of pupils to carry on his work. After this, when the pattern has been set, the historical librarian takes up the task of organizing the sourcebooks in the field."

But not too fast—not too fast! Did you notice the word "sourcebooks"? Where did those sourcebooks come from? How do they happen to be still in existence? Oh, they came from the junk piles. Where were those junk piles? Chiefly in the attics, cellars, and remote storerooms of the libraries. Why had they been kept in the attics, cellars and storerooms instead of being burned as trash? Oh, some librarians couldn't quite bring themselves to throw the things away. Hundreds of the astrological and alchemical books and manuscripts were destroyed, it is true, but other hundreds were kept in the librarians' junk piles, so that after a century or so, when the scholars got around to investigating the history of those subjects, some of the sourcebooks were waiting to be examined.

Observe in this one of the outstanding characteristics of the historical librarian. He is a natural hoarder. He hates to throw records away. He has hunches that some day somebody will be interested in the things. To state the matter more elegantly and abstractly, he tries as best he can to foresee the interests that future historians will or ought to develop, and to some extent by means of his junk piles he partially provides for those interests.

There was a little old lady, you may recall, who never could bear to throw anything away. After her death they found among her effects several packages neatly done up and carefully labelled: "Pieces of string too short to use." Every good librarian has a touch of that instinct. Some of his hunches are right, some wrong. Some of the bits that he saves are literally too short to use and never are used. In other cases a use develops; the historian finds unexpected ways of splicing those pieces together and making of them the thread of his narrative. Your true historical librarian is a wise old bird, a sort of cross between an owl and a magpie, and I sometimes feel that his magpie instinct is the most elemental thing about him.

You will begin to sense by now the difficulty in deciding priorities. Which came first, the historical scholar with his interest in the subject and his knack of interesting others in it, or the historical librarian with his hoarding instinct and his talent for organization? There is no clear answer. Sometimes the initial impulse to the formation of the historical library comes from the historian. Theoretically it ought to come from him, since he openly proclaims his interest in the subject, and interest is the logical antecedent of action. Practically the initial impulse comes almost as often, I suspect, from the librarian, whose hoarding instinct constitutes a sort of general, undifferentiated interest in all the processes of

the past and all the records pertaining thereto. In this modern world of specialists, as someone has observed, the general librarian is the only person left that resembles the universal scholar of days gone by.

The Rare Book Dealer

So much for the two main actors in our little drama, the historian and the librarian. Enter at this point a third and quite important character. Some would call him the villain in the piece, but in that I do not concur. He provides an element of conflict, it is true, but he is no more of a villain than is the historian or the librarian. This third character is the rare book dealer. He has been absolutely indispensable in the building up of historical libraries to their present state of excellence. He has conducted his business usually on quite high ethical standards. He is also surprisingly generous in giving service. If you are a librarian in a recognized institution, or if you are an accredited private collector, he will send you a book or manuscript on approval, and if for any reason you do not want it he will take it back. In his sales catalogs he gives descriptions of his wares, and if any volume that you buy has defects that were not mentioned, he will make an adjustment.

Even so, of course, his descriptions will bear watching. He is in the business to make money, and his advertising, like any other advertising, is intended to "move the goods." His catalog statements may all be literally true and yet be so constructed as to make on a casual reader an exaggerated impression of the importance or rarity of the book. For this there is no legal remedy; the only hope lies in the shrewdness and intelligence of the customer. An experienced buyer soon learns to discount the exaggerations and to recognize and esteem that small group of dealers who err, if at all, by understatement.

Complaints are sometimes heard that the profits of the rare book dealer run from 100 to 300 per cent and occasionally higher. In reality this is not exorbitant. Turnover is slow in the rare book trade, there is no mass market, and there are some risks. Percentagewise the business is about on a level with the restaurant. Food that costs 50¢ in a chain grocery store will cost about $1.00 when served at a college cafeteria, probably $2.00 in a good restaurant, and $3.00 or $4.00 in a swanky hotel. In food, and likewise in rare books, if you want swank you pay for it. Also, only the high-priced establishments handle the choicest goods.

Another complaint against the antiquarian bookman is that he constantly capitalizes on our sentiments, patriotic or otherwise. This is true, and I do not see what can be done about it. We Americans are a highly sentimental people and also an intensely commercial people, and there is no possible way of keeping the two things apart. Every deep and widespread sentiment is a standing invitation to commercialization, and the more intense the feeling the greater the business possibilities. Consider what has been done with Mother's Day in this country—"Consider and bow the head!" Consider also Father's Day, and how much less successful it is commercially. The cash register has measured how much deeper the sentiment about mothers is than the sentiment about fathers, and in this respect the cash register does not lie.

The rare book dealer does a similar thing. He is constantly estimating sentimental values in terms of money. Suppose he auctions off a manuscript of the *Gettysburg Address*. One can walk into any bookstore and buy a printed copy of this speech for a few cents. Why did a Cuban bibliophile recently pay $54,000 for a copy in Lincoln's own handwriting? It was sentiment pure and simple—$54,000 worth

of sentiment. Certainly no one supposes that Señor Cintas bought it in order to have a copy of the text handy to read. The manuscript doubtless reposes now in a safe or vault, and the purchaser has indicated his intention of giving it ultimately to some institution. There it will probably again go into a safe but will come out on special occasions for exhibition. It is no ordinary historical text. It is a museum piece.

The antiquarian bookman deals both in museum pieces and in historical texts, but he loves the museum pieces best because they bring the highest prices. In fact he likes nothing better than to take an historical text and make a museum piece out of it by finding that it has some rare and unusual quality or some special association value.

A "first edition," provided of course that the work itself is important, automatically commands a high price. Then there are certain specially qualified types of first editions. Suppose the real first edition was in Latin, published in London. If a "first edition in English translation" can be found, it will command a little premium, though not so much as the original Latin. The same with a "first edition in Spanish translation" or a "first edition published in Italy" or a "first English edition published in Holland." This sort of thing can go on for a long time—and has. There may be a "first issue of a first edition," and a recent catalog even offers, with all the emphasis of solid capitals, a Darwin item in "THE FIRST STATE OF THE FIRST ISSUE OF THE FIRST EDITION."[5] There may also be a "first edition with engraved frontispiece" or a "first edition with the glosses of the commentator." The Library of Congress in its last annual report mentions the acquisition of a copy of the first edition *in book form* of Poe's "The Raven," al. previous editions having appeared in periodicals.[6]

Many books are important because of their association with some famous personage of history. About a year ago Boies Penrose III, in Philadelphia, showed me a plush-bound copy of a *Psalter* printed on April 25, 1544, for Henry VIII. Apparently it was a one-copy edition, or if I may try to be technical about it, a variant issue of STC 3002, dated May 25, 1544. The volume was apparently struck off especially for the king, a month ahead of the main edition. As I leafed through the book, I came to the Penitential Psalms, there headed "Psalmes for Forgyveness of Synnes," which seemed appropriate for Henry. I looked to see if those pages had been particularly worn with use, but there was no sign of it. At any rate, here was a beautiful example of association value and first-issue value combined in one volume.

The stage is now set for the climax of our drama. We find our historical librarian continually drawn by two conflicting forces. These are personified, respectively, by the historian and the rare book dealer. On the right stands the historian, to whom the librarian owes deep and willing allegiance and for whom he is always seeking to acquire additional reading matter on some subject or period—more, in fact, than the budget can afford. On the left stands the book dealer, constantly dangling rarities, naturally at rare prices, before the librarian's fascinated eyes.

"Can you take a moment to look at this?" says the dealer insinuatingly. "Wouldn't it be an interesting item to put on display at the annual meeting of the Friends of the Library? A first edition, in perfect condition, and quite reasonable at $3500. Another copy, lacking the blank leaf at the

[5] Wise words as to these and related terms are given by Paul S. Dunkin, "The State of the Issue," *Papers of the Bibliographical Society of America* 42:239-55, 1948.

[6] Pungently worded advice as to the economic value of first editions, damaged copies, and the like is offered by Richard Booker, "Basic Non-Stock for Antiquarian Book Shops," in *Antiquarian Bookman* 4:113-14, July 16, 1949.

end, went for $4375 at Lord Humpty Dump's auction sale three years ago. Except for that copy and this, I know of none that has come on the market in the last half century. And don't forget that our copy has the blank leaf at the end." If the librarian shows signs of hardening his heart, the dealer may add in a low voice, "If we could come to a decision this afternoon, I think I could shave 10 per cent off the price."

Poor librarian! You remember the words of Launcelot Gobbo, in the *Merchant of Venice.* Torn by an agony of indecision, wishing to run away from his master but knowing that he ought not to go, he exclaims:

> "Budge," says the fiend. "Budge not," says my conscience. "Conscience," say I, you counsel well"; "Fiend," say I, "you counsel well."

It is a classic example of divided purposes, and I think we may imagine our librarian-hero paraphrasing the speech somewhat as follows:

> "Buy," says the dealer. "Buy not," says the historian, adding in severe tones: "What this library needs is not rarities but reading matter. Remember those 86 volumes of Abhandlungen of the Prussian Academy of Sciences, *Historische-Philosophische Klasse,* that we don't have and you decided last month that we couldn't afford to get? They wouldn't have cost a third as much as this."

The conflict of interests is dramatic. The scholar asks for reading matter and the bookman offers rarities, while the librarian, with a strictly limited budget for new acquisitions, is the little man in between. He may try to satisfy both masters—a good many librarians have attempted it—but we have it on high authority that you cannot serve God and mammon. Some librarians have never been quite clear whether they were conducting a literary museum of rarities or a scholarly workshop of sourcebooks. Some of them, trying to do both, have developed split personalities, and one such, on the day when he had to apportion his annual budget for acquisitions, is said to have paced the floor with a daisy in his hand, pulling off the petals and murmuring: "Rarities! Reading matter! Rarities! Reading matter!" I do not vouch for that story, but it could have happened.

And now it is time for a change of scene and tempo. Let us flash back to the Franco-Prussian War and the siege of Paris in the winter of 1870. Within the beleaguered city was an exceptionally skilled photographer who had developed the art of making miniature pictures of famous scenes in Paris. He put them on bits of photographic film and fixed them in a device like a telescope, which magnified the pictures to the point of visibility. These were quite in demand and brought rather high prices.

The photographer was named Prudent René Patrice Dagron. As the siege of Paris progressed, he conceived the idea of photographing pages of printed news dispatches and conveying them on tiny films by carrier pigeon across the German lines. The chief need was to get news into the city from the outside. He therefore loaded his photographic equipment into two balloons, which he named the "Niepce" and the "Daguerre," in honor of the two famous inventors of photographic processes. The "Dagerre" was shot down. The "Niepce," carrying Dagron, one assistant, and 600 kilograms of equipment, passed the German lines but landed uncomfortably close to them. Disguising themselves as farmers transporting wine, the refugees with their baggage managed to elude the pursuing Germans and after nine days reached Tours in an unoccupied portion of France. From here, during the course of the winter, Dagron sent some 115,000 dispatches to Paris by carrier pigeon to give the city news.

When the war was over, Dagron wrote a book about his exploits, and to each copy he attached a sample of the actual film that had been used during the siege.[7] At the Library of Congress I recently examined this work and its 79-year-old piece of film. The reduction ratio is large—about 32 to 1, or almost twice the reduction customary today. The old film is therefore not legible in our modern reading machines, but with the aid of a low-power microscope an enlarged print has been made. This, though a little blurred, is still readable.[8]

So far as is known, that is the first time that written or printed documents were ever copied photographically on microfilm. How the invention has spread! Today, as you know, the documentary mircofilm is a commonplace throughout the business world and the learned world. Banks use it to record checks. Factories use it to multiply blueprints and plans. Libraries use it to charge out books. Also, research libraries use it to copy the texts of articles and books wanted by out-of-town patrons. Moreover —and this is of present importance—they are beginning to use it extensively in the copying of *historical documents and rare books.*

At this point sound the bugles. A white knight comes riding over the distant hill. As he draws near, we see that his shining raiment is really a photographer's apron. In one hand he carries a camera and in the other a reading machine. That is not a halo on his head but a roll of microfilm. He is hurrying to rescue our hero from schizophrenia.

No longer need the historical librarian on his budget-apportionment day pull petals from a daisy. So far as the need for sourcebooks is concerned, the microfilm has measurably freed him from the book dealer's monopoly. If his own library does not have a desired rare book, some other library is almost sure to have it and to be willing to let it be filmed, probably at a cost of a dollar or two. First, of course, if the work is quite unusual, one must find what library has a copy, but there are union catalogs, both regional and national, which make a business of that.

Some consider the invention of documentary microfilming to be as great a revolution as the invention of printing. This I rather doubt, but its influence has been considerable. Not only does it bring an occasional book from an out-of-town library for an individual scholar, but it has made possible in historical fields the kind of acquisition program now being attempted in our Cleveland Branch. We have there the older books from the Army Medical Library—in general, those published earlier than the year 1800. For the fifteenth century we have about 300 separate editions of medical sourcebooks. There are known to be about 850 such editions in all. We have therefore about one third of the total and are trying to secure the rest on microfilm from other libraries. Such editions are usually so rare that they will never again come up for sale, and we could not afford to purchase them if they did. Microphotography offers the only possible chance of securing most of these texts.

For the sixteenth century we have about 4000 medical editions in Cleveland. From the New York Academy of Medicine we are trying to secure on film some 500 others which they have and we do not have. From the Bibliothèque Nationale in Paris we are

[7] Dagron, P. R. P., *La Poste par Pigeons Voyageurs* . . . [Paris] 1870-1871, 24 pages. A translation, in extremely stilted English, was also published in the same year under the title: *The Post by Travelling Pigeons.* The Library of Congress has both editions. The Huntington Library has a copy of the French.

[8] The enlargement was made from the piece of film attached to the copy at the Huntington Library, and samples of the enlarged pages were published by L. Bendikson, "How Long Will Reproductions on 35-Millimeter Film Last?" in *Library Journal* 60:143-45, 1935. Each film contained 16 pages, originally about 32 cm. high. All except the first or cover page contained three narrow columns of brief dispatches, about 100 lines to the column. Each strip of film measured 3 x 5 cm., and 18 of these strips—Dagron calls them "pellicules"—were inserted in a feather quill and attached to the leg of the carrier pigeon. The load for each pigeon was about 1 gram.

hoping to secure films of about 1000 more. Still others we shall attempt to get wherever we can locate them. When the job is done, we shall tell you how many sixteenth century medical editions there are. Our present guess is from 10,000 to 12,000. If we ever finish the sixteenth century, the seventeenth century will be awaiting us, and after that, if any one has the courage to attack it, the eighteenth.[9]

Medicine is not the only field in which the possibility of assembling a complete historical collection now opens up. For some 20 years the Library of Congress has used microfilm as an acquistion tool and has accumulated a total of about 75,000 rolls and strips. Its major project of this nature has centered on the sources for American history in foreign archives and manuscript collections. Over 1,000,000 exposures from such material have been assembled to date.[10] The Library of Congress is also collaborating actively in the task of filming the early records of our various state governments.[11]

This comprehensive type of collection, as you will have suspected, is what I had in mind in announcing the topic, "Historical Libraries—New Style." Thanks to microphotography, it is now possible for a really determined person to assemble a fairly complete library on the history of any particular subject. He will never secure quite everything. There will always be a few items in private hands which the owners will not allow to be copied. There will also be a few editions of which there is no surviving example. And yet, with these and perhaps other limitations, such a library can be made nearly complete—far more so than has ever before been possible. No collector living, say, in the seventeenth century could have done half so well. Communication was then too difficult, and there were no comprehensive book lists when the art of printing was young.

The style of such a library is new in two notable respects. On the one hand, as we have seen, it can aspire to completeness. On the other hand, it will inevitably contain more microfilm copies than it does actual books. These features present advantages and disadvantages.

The advantage of its being comprehensive is obvious, and a subsidiary advantage is the fact that when such a collection has once been assembled and is adequately described in a catalog or list, the work will not need to be done over again. The material should be ready for historians of this or any future generation to use.

Completeness and finality—these are two great advantages, even though they can never be quite perfectly attained. Against them must be set the disadvantage of having a large proportion of the collection not in book form but on film. No film copy is ever so satisfactory to use as the book itself. With this in mind we have adopted in the Cleveland Branch a policy of continuing to buy the actual books if they are available, paying much more for them than we would have to pay for a film copy. The decision to pay a premium price is based on several factors, the most important being the presence of illustrations, especially colored illustrations. These seldom show up well on film. We also dislike to have the entire lit-

[9] In an early issue of the *Library Quarterly* I am publishing a more complete description of our medico-historical microfilm project than is possible here.

[10] These figures are reported by Dan Lacy, "Microfilming as a Major Acquisition Tool: Policies, Plans, and Problems," in the *Library of Congress Quarterly Journal of Current Acquisitions* 6:8-17, 1949. His article is a systematic reconsideration, with a view to expansion, of microfilm acquisition policies, especially for "retrospective materials which can often be obtained only in microcopy." *i.e.*, for historically significant rare books and documents.

[11] This is now known as the State Documents Microfilm Project, which is the third stage of a Legislative Journals Microfilm Project entered into in 1941 by the Library of Congress and the University of North Carolina. It has been recently described by the director, William S. Jenkins, "State Documents Microfilms as Research Sources for Law Libraries," in *Law Library Journal* 16:77-87, 1948. See also the project's *Progress Report 1947-1948*, 31 pages, mimeographed, signed by the director. The 11 classes under which the materials are being arranged are described by William S. Jenkins, "Records of the United States, a Microfilm Compilation," in the *Library of Congress Quarterly Journal of Current Acquisitions* 6:3-7, 1949. At present there are some 1200 100-foot rolls representing nearly 3,000,000 pages of text, both printed and manuscript.

erary tradition of any given title on film only. If possible, we aim to secure in book form at least one edition, preferably the first.

From the financial point of view the film in some cases has an advantage for the historical student. If his desired sources are in out-of-town libraries and can be sent to him only in the form of microfilm copies, he is usually expected to pay for making such a copy. But a film copy made from a film costs only a fraction as much as a film copy made from the book. The latter requires a good deal of hand work by the operator in turning the pages. The former is produced mechanically by a contact printer in a very few moments and at rather slight expense.[12]

Dagron's memorable experiment has had revolutionary results, some of them certainly not yet fully exploited. Among other things it is making possible this new style of historical library, which in turn is influencing the work and the interrelations of three important professions, those of the historian, the antiquarian bookman and the librarian.

To the historian it is bringing an almost embarrassing wealth of source material, practically pooling for his use the holdings of the world's libraries. These resources are just beginning to be organized according to subjects on the basis of the new methods, but when such organization is complete, the historian will certainly no longer complain of the lack of adequate source materials. Already in some fields he has been heard to complain of a superabundance, and at times he wryly admits that in many ways history was easier to write when the records were fewer. Neater theories were then possible, unhampered by too many inconvenient facts.

To the antiquarian bookman the newfangled processes of microcopying may appear to offer an economic threat. Actually the danger to his monopoly is not too great, though some change is inevitable. The economic adjustment required, however, by the microfilm is slow and slight in comparison with that required, in this present year of grace, by the reopening of the continental book markets. Indirectly, moreover, the microfilm, by facilitating historical research in the smaller universities and colleges, should spread the interest in things historical to the remoter regions and ultimately stimulate the purchase of rare books over a wider area. To be sure, what the trade knows as "cripples" may, under the competition of the film, become increasingly difficult to sell. But no film, it is well to remember, will ever match the lure of a "first edition in perfect condition." Literary museums in this country seem destined to increase in number and size, and they can only be built out of fine books, not out of photographic copies. I have yet to see anyone lean over a display case and exclaim at the beauty and rarity of a roll of microfilm.

It is the librarian, naturally, who receives the principal impact of the new style of historical library. Dagron's invention has influenced him in a dozen different ways, but in no way more fundamentally than by helping him to distinguish his functions. These are basically two, and it is not mere facetiousness to suggest that a clear distinction between them has an almost psychiatric value for the librarian. As a literary museum his institution must have books, real books, rare and fine books. As a collection of historical texts for scholars to read, it might conceivably consist of film copies only. For centuries these two aspects of the his-

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[12] Lacy, *op. cit.*, p. 10, discusses the question of the pricing of "positive prints of negative microfilm." By this he evidently means not full-sized positive prints on paper, but microphotographic positive films made from negative films. He suggests charging in, say, one-fourth of the original cost of making the negative film whenever a customer orders a positive microfilm made from that negative. The suggestion is likely to be resisted. He also recommends "the general acceptance of the interlibrary loan of positive prints of microfilms." This the Army Medical Library is already doing.

By ARTHUR T. HAMLIN

Service Report from Pennsylvania

Mr. Hamlin, formerly assistant librarian, Service Division, University of Pennsylvania Library, is the new executive secretary of A.C.R.L.

DURING THE course of four years' operation of the Service Division at the University of Pennsylvania, the writer has experimented with a number of techniques and policies which are not standard doctrine for large, urban university libraries. While very few of the operating procedures discussed below are original at Pennsylvania, they are deviations from textbook doctrine. This report is made in the belief that this experience will be useful, in one way or another, to some other large university libraries.

The University of Pennsylvania now has a peak enrollment of 19,000, of which about 10,000 are full-time students. It is situated close to the center of Philadelphia. The library building was erected in 1891 and has all the limitations of the design of that era. It was originally planned for a book stock and a student body one-tenth the present size. There have been additions, but the last of consequence was built in 1924.

Open Stack

The library has traditionally given stack access only to faculty and graduate students. The usual arguments of narrow aisles, crowded shelves (operation is on a basis of about 22 volumes per square foot at present), and inadequate desk and carrel equipment reinforced this ruling. In spite of all this, the stack was opened to juniors and seniors two years ago on a trial basis. The extension of this privilege has worked out far better than anyone dared hope. There have been no known abuses, no overcrowding, no disorder. With the increased use of stack facilities, there have been more books to put away and more litter to sweep up, but the slight increase in operating cost is minor in light of the considerable advantages to the students who use this privilege.

There are several conclusions to be drawn from our experience:

(a) Few students are vitally interested in the privilege. To others, the stack is not sufficiently important, open or closed, to compete with football games, dates, and many other extracurricular activities.

(b) Undergraduates are as careful, and probably more careful, about putting books back in place (or leaving them in the proper places for stack assistants to shelve) than graduate students and faculty, who assume certain prerogatives and often become careless.

(c) Fears of disciplinary problems with both sexes using a large and dimly-lighted stack are false fears. Less than two dozen book mutilations were reported (all discovcovered *are* reported) for the main library during the past year. Many of these are known to have taken place outside the stack. The loss of books is small, principally because all books are inspected at the exit of the building.

(d) Stack permission is a tremendous boon to a few conscientious, eager undergraduates. It is used occasionally and appreciated by possibly one-third (certainly less than one-half) of those who might use it. The majority confine their library use to subject, reserve, or other reading rooms,

and use the circulation desk pages for books occasionally required from the stack. Interest in the bookstack is assumed to be much greater at institutions where most students live on campus and where plant facilities are modern.

(e) It is the personal conviction of the writer that while undergraduates may "knock about" in the stack at first, and have difficulties of all sorts, this time is hardly wasted. There are few who do not eventually find, possibly with help, the desired section; there are fewer who can leave a great bookstack without bumping into some titles which arouse their interest. Some read the wrong things, but at least they are reading. Only when more undergraduates here and elsewhere are reading regularly above and beyond the requirements for tomorrow's quiz, should librarians worry about the quality and direction of the reading.

Last May, the Faculty Library Committee declared unanimously in favor of an open stack for all undergraduates. Freshmen and sophomores will be required to attend a short talk on the bookstack before receiving their permits. There is little fear anywhere that this extension will materially increase operating costs or interfere with the work of mature scholars. It will be interesting to compare the use of this old bookstack with use of the modern facilities in the new building which may possibly be completed at Pennsylvania within the next three years.

Carrels

The present stack study facilities at the University of Pennsylvania Library consist of 54 open cubicles and about as many small desks. Even with double assignment, these do not meet the demand. For the past two years, no cubicles have been assigned to anyone. Instead, individual shelves are provided adjacent to carrels and desks. Books are charged to these shelves, and the user occupies any vacant place when he comes in to work. It is our experience that very few people use cubicles for the larger part of every working day. Use of carrels should go to those who come in the library to work, regardless of academic rank. This policy has been sufficiently successful in practice to be incorporated in plans for the new building. The original number of carrels planned has been cut in half. In place of shelves, provision is made for lockers with glass doors, large enough for portable typewriters and a dozen books or more. The Angus Snead MacDonald Corporation has blueprinted a carrel-cabinet installation based on this principle.

Smoking

In large university libraries, smoking is often banned or limited to an unpleasant smoking room on the basis of fire hazard. In most library buildings there are at least some reading rooms where the fire hazard is practically nonexistent, and where insurance rates are not effected as long as ash trays and sand containers are provided.

A cleaning problem is obviously involved. The smoking room at Pennsylvania is equipped principally with benches and a very few smok-a-dors. Almost all ash and remainder go on the floor rather than into the containers. On the other hand, when smoking was permitted in a small reading room, there was no cleaning problem whatsoever. Here the only place to sit is at tables. On these tables are scattered at least half as many ash trays as there are chairs in the room. People who do not like smoke use an adjacent room. Contrary to expectation, the tables are not burned. There is no evidence of any damage to books. For better or worse, smoking is a part of the present-day way of life and should be permitted in some convenient working areas of any library.

Microfilm Storage

Microfilms are no longer kept in steel microfilm cabinets, but on shelves in a small, controlled room off the circulation desk. One single-faced section of wooden stack takes about 266 boxes without "double-shelving." Aisles can be two feet or slightly less. This is space economy.

As far as humidity is concerned, the eastern seaboard has more than enough in summer. During the winter months, ventilating equipment in the stack draws air through a water spray which brings the water content up to what seems to be a safe factor. Open pans of water will provide sufficient humidity to combat the drying effect of winter heat in small, closed rooms anywhere.

A certain amount of dust does collect on the boxes but no appreciable amount penetrates. We believe the preservation of film depends more on the care with which it is used than on these storage factors. To this end, readers who use microfilm for the first time are pretty thoroughly indoctrinated and the staff keeps a close eye on the special room when the microfilm readers are used.

Reserve Book Policies

While the traditional large reserve reading room is a feature enforced upon us by building limitations, several departures from traditional operation may be of interest to other libraries.

Ninety per cent of the books are open-shelved. Four fifths of the books are allowed to circulate for 24 hours or more.

Each of the five staff members is responsible for one or several departments of instruction. The assistant prompts her professors or departmental secretaries to send in lists and outlines of assignments. Within her assigned fields, she regularly increases or decreases the period of loan or restriction of individual volumes on the basis of use, or on the basis of assignments past or future. She may, and often does, return a book to stack even though still included on assignment sheets if it has, in practice, had little or no use.

This division of authority under the head of the department allows for a degree of personal attention and supervision otherwise not possible. None of the staff members are trained librarians; they are all recent college graduates. We find them capable of making intelligent decisions and using initiative after a relatively short indoctrination.

Interlibrary Loans

The attitude of this library toward interlibrary loans has been recently stated in detail.[1] Suffice it to say, the operations called for in the national code require a detail of bookkeeping, acknowledgment and general clerical routine that make the cost dangerously high.

In August 1949, interlibrary loans were taken away from the Reference Department and made the responsibility of one person without professional training but with an excellent background in library techniques. The Reference Department is called on occasionally for bibliographical help.

Books loaned by this library are loaned directly by circulation. While replies are made to all applications for loan, the other acknowledgments of receipt, etc. are largely given up. No records of postage are kept here, although reimbursement is expected. Shipping labels are expected from the borrowing library and return labels are furnished with the books. A concise mimeographed statement is enclosed with each package, explaining Pennsylvania practice and what is expected of the borrowing library.

The library is now feeling its way to-

[1] Charles W. David, "Remarks on Interlibrary Loan, Mid-twentieth Century Style," *College and Research Libraries* 10:429-33, October 1949.

ward similar simplification of procedures when it borrows. It expects cooperation from those institutions which borrow more than they lend, but Pennsylvania will, of course, follow the Interlibrary Loan Code procedure in detail when requested.

Interlibrary loans were once relatively rare occurrences, but are now known and used by practically all advanced students in this country. The hand-tailored operation of an earlier day with its formal courtesies is so costly that it threatens to limit this wise practice of exchanging books. The bibliographical work requiring a trained person is a relatively small part of the loaning procedure. The majority of the labor is clerical and can safely be intrusted to a diligent nonprofessional. Quite naturally, exception must be made for books of more than average value. Supervision must be exercised regarding what to loan and what to borrow. The cost of the normal loan should not be much higher than the cost of mailing out a volume to any regular borrower who has sprained an ankle and can't come in for his material.

Insurance

The University of Pennsylvania carries "all risk" insurance on its book stock for a very large sum. The difference between "fire only" and "all risk," which includes theft or loss, is very small indeed. Annual losses from the reserve book reading room, while relatively small, more than recompense the library for this premium. Naturally, such a pleasant state of affairs cannot continue indefinitely.

The policy is worded so as to cover books borrowed from other libraries from the time the books leave the loaning building. Books which we loan elsewhere are the responsibility of the borrower. In sending, Pennsylvania therefore insures these at full value.

Advantage can often be taken of the lower express "book rate" by placing the valuation at $10.00 even though the actual value (covered by the policy) is much higher. This low valuation has sometimes caused misunderstanding with other libraries.

The thick volume of *Rate Scales Applying from Philadelphia* of the Railway Express Agency (1947) makes no mention of "book rate," which is about three-eighths cheaper than the regular rate. The local Express Agency has not always been diligent in applying the lower rate. A long series of refund claims have been cheerfully accepted and mistakes no longer occur.

Staff

Out of a staff of 33 full-time Service Division employees in the Main Library, only six have professional library training or the equivalent. Four of these comprise the reference staff and the other two head the Circulation and Reserve Book Departments respectively.

Judging from the published statistics of other libraries, this is a very low ratio of professional to nonprofessional. It could not possibly be carried lower, and the addition of one or two professionals is desirable. Any increase beyond that is certainly considered unnecessary.

As we operate, the policies and techniques at reserve and circulation are carefully formulated and written up in detail. We depend on a corps of intelligent young women a few years out of college for execution of all except secretarial and stack work. It has been our experience that inexperienced young people can be taught the reserve and circulation routines in a relatively short time, that they are helpful and cooperative in public positions, and that a fair measure of discretion can be allowed them in the execution of what are principally routine duties. Many of these young women have a great deal of judgment, tact and discre-

tion in applying rules and policies. They have a sympathy for readers which is not always found in professionals. Matters requiring professional knowledge are always sent to the reference desk.

Discipline

The attitude of the library toward its public (and vice versa), entailing as it does disciplinary policies, has been a matter of concern to the library administration. A turnstile type of exit control was installed in 1946, and it took time for students and faculty to accept this. At the same time, the library junked hundreds of running feet of counters which, in one way or another, stood between readers and books.

This library has relatively low fines. It accepts as truthful (and therefore forgives) all sorts of excuses for late return or nonreturn on books. However, temporary, informal records of "pardons" are kept at the public desks, and any person who oversteps the bounds of human credulity gets rough treatment. The library withdraws the privilege of using the building for short periods, recommends disciplinary action, and "prosecutes" before the proper officials when serious delinquency is involved. About one-third of the mutilations reported in the past two years have either been tracked to the guilty party (in most cases, expelled) or narrowed down sufficiently close to give the probably guilty but unconfessing student a real scare.

In the course of a year or more of possibly using too heavy a hand on a few culprits, the word has gone around campus that the library means business. It therefore gets good cooperation. As a consequence, fines have been abandoned at one public desk and restrictions in certain other directions have been eased or wiped out.

Borrowing Privileges for Outsiders

The policy of the University of Pennsylvania Library in granting borrowing privileges to people not connected with the university is not at the moment a matter for public record. Over a period of several years, the writer has had full discretion in granting permission (free) to outsiders and has built up experience and conviction regarding the extension of borrowing privileges.

In spite of the fact that the library is near the center of a great metropolitan area, no great numbers of people are particularly interested in using its books. The experience of public libraries, designed and stocked for the average man and promoted by all the modern methods of publicity, is sufficient evidence of public apathy. Only a very small minority of the population need and want borrowing privileges at university libraries. These people are, with few exceptions, mature and serious students and scholars.

The University of Pennsylvania Committee on Educational Policy and Planning reported the aims of the University several years ago as follows:

> Generally speaking there are three ways in which Pennsylvania, like other institutions of higher learning, performs its educational function and makes its contribution to social progress. One is by providing as many students as it can serve well with the education which will make them useful members of society, thereby fulfilling its function of leadership and contributing its share of leaders to the community and to the country. A second is by training qualified men and women for various professions which require specialized knowledge or high technical skill. And a third is by extending the bounds of knowledge through research and training of others for research by which mankind approaches closer to the truth or gains greater control over its environment.

According to this statement, the library has definite responsibilities outside the university family. Now it is customary with American libraries to allow any serious,

sober citizen the use of books within the building. Is it not far more practical to allow the outsider to take his book with him and use it at home, provided the volume is not restricted because of class use, reference use, fragility, rarity, etc. ?

Home use is a great convenience to most people. The trust implicit in such a loan will occasionally return dividends. (Many have joined the "Friends" because of the borrowing privilege. Checks as high as $50 have come from these people.) There need be no special fear of the book thief, who will steal regardless of the borrowing privilege. Pennsylvania has had almost no trouble with late return, and promptly weeds out the careless. On many occasions, loans of single books have been approved for-people who were transients, without request for any identification. An honest-looking, decently dressed stranger with a good reason for reading a book and enough urgency to come to the university library is a pretty safe bet for a loan worth at most a few dollars. Loaning a book for home use is about the cheapest thing a library can do. Reference service, reading room privilege, and so on are all far more expensive. The general restriction of this privilege at the large university libraries is, in the light of our fairly long, extensive experience at Pennsylvania, based on fears which seem completely unwarranted. There is an opportunity here for the university to do a great public service and win considerable good will at very small expense, provided good judgment is exercised. The then President Gates stated the goal concisely some years ago:

> The University of Pennsylvania Library . . . accepts . . . a responsibility for service to the community at large and to the student world at large. It opens its doors and extends its facilities liberally to all those seeking knowledge out of books . . .[2]

[2] Bibliographical Planning Committee of Philadelphia, *Philadelphia Libraries, a Survey of Facilities, Needs, and Opportunities.* University of Pennsylvania Press, 1942, p. 59.

Historical Libraries — New Style

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torical library have been confused and interdependent. Scholars have traveled to far countries at great expense in order to read books and manuscripts not available at home. Today the texts, as texts, are being made available almost anywhere. But in their quality as museum pieces the books themselves are not transportable by such means. Their prestige value and their text value are now clearly separable, with marked benefits to the peace of mind of the historical librarian. He administers, for research purposes, not merely the actual books in his own library, not merely such microfilm copies as he may have secured from other collections, but potentially all the pertinent texts in the public libraries of the world. He administers, for museum purposes, as many fine books, illustrated manuscripts, artistic bindings and other rarities as he is able to assemble in his own institution, where persons of education and discernment may admire and enjoy them. In a society such as ours it would be venturesome to say that either of these purposes is more important than the other.

By GUY R. LYLE

Counting Library Holdings

Mr. Lyle is director, Louisiana State University Libraries.

I HAVE been asked by the executive secretary of the Association of Research Libraries and the editor of *College and Research Libraries* to write a short article on the recently issued report of the A.R.L. Committee on the Count of Library Holdings. Having been myself a member of the committee, my remarks can hardly be expected to be of a critical nature. Perhaps what I can most usefully do is to indicate the main steps which led up to the recommendations in favor of counting by physical volume and to reprint the directions for making such a count as formulated by the committee. For the details, the reader is referred to the report itself of which the writer has a limited number of copies for distribution.

The method of counting by bibliographical unit is described in detail by Robert B. Downs in his article entitled "Uniform Statistics for Library Holdings," published in the *Library Quarterly* for January 1946. That the method which Mr. Downs advocates will provide statistics (if the record is accurately and expertly kept) that are more reliable for comparative purposes than those based on other methods of counting can hardly be questioned; the danger lies in the conclusion that there is *a* method, or *any* method, of counting which will make for uniformity in statistics of libraries beyond a certain size. In view of the variations in library administrative procedures and in view of the complexity of materials received by university and large research libraries, it seems probable that no concept of uniformity in counting could be more than an ideal.[1] If this is a correct assumption then it is an open question whether the bibliographical unit method of counting has advantages over present methods. Most libraries are now committed to a count by physical volume. If a change were made to bibliographical unit, a retroactive count would be necessary for these libraries and this would be burdensome and expensive. Secondly, the method of counting by bibliographical unit is much more complicated and more frequently calls for decisions by professional personnel than either a physical volume or piece count.

These things, among others, were apparent to the second A.R.L. Committee on the Count of Library Holdings[2] which was appointed at the January 1948 A.K.L. meeting on the motion of Robert Downs. The new committee's report, filed on Jan. 13, 1949,[3] offered a brief résumé of earlier studies and pointed out the obvious but apparently overlooked fact that no adequate method of counting by physical volume had ever been formulated. To correct this situation the committee prepared a statement of the method of counting by physical volume (see Appendix I).[4] After careful study of both systems it recommended its preference for the physical count because

[1] Mr. Downs would appear to have reached this same conclusion. The minutes of the A.R.L. meeting of Mar. 3, 1949 report: "Mr. Downs, chairman of the earlier Committee on Statistics, said that he had once thought uniformity possible, but that he had now become disillusioned on this subject."

[2] Benjamin E. Powell, Jack Dalton, Rudolf Hirsch, Richard Logsdon and Guy R. Lyle.

[3] Minutes of the 32nd meeting of the A.R.L., Jan. 20, 1949, Appendix IV, p. 52ff.

[4] Appendices I and II appear at the end of this report.

of its widespread use, simplicity and inexpensive administration. Since the ratio between the number of physical volumes and the number of titles in a library is to some extent indicative of the research character of a library, the committee recommended that university and large research libraries should also keep a count of acquisitions by title.

In preparing its report the committee borrowed heavily from the work of the earlier A.R.L. Committee headed by Mr. Downs. Some of the specific instructions worked out by the Downs' committee were incorporated into the statement on counting by physical volume which is appended. The chairman of the A.C.R.L. Committee on Statistics and the Chief of the Library Service Division were invited to criticize the report and portions of their letters are reproduced in Appendix II. At the March 1949 meeting of the A.R.L. a vote was taken on the two methods of counting with the result that 12 members favored counting by bibliographical unit and 29 by physical volume. On the basis of this vote and the discussion which followed, it seems probable that a few large libraries will continue to count their holdings and current acquisitions as they have always done, although a clear-cut majority appear to favor the method of counting by physical volume. Those who count by physical volume should use as a guide the instructions for counting set forth in Appendix I, those who count by bibliographical unit should follow the instructions set forth by Mr. Downs in the article previously noted. In reporting statistics, each library should designate which method it follows.

Although the committee has been discharged, it is my feeling (and, here, I cannot speak for the Committee) that the method of counting by physical volume will continue to be widely used in this country and that an effort should be made to improve and standardize the committee's statement. Thus, in the immediate future, I am more eager than ever for ideas and criticisms by letter of the method outlined in Appendix I. Criticism should be specific and, when possible, accompanied by carefully worded substitute provisions for the sections where it is felt that revision is needed.

Appendix I

Outline of a Method of Counting by Physical Volume

Definition of a Volume

A volume is defined as any printed or otherwise reproduced work, bound between two covers or suitable for being so bound.

What to Count

Only materials intended to form part of the library's permanent collection should be included. Temporary groups of material and other ephemera should be excluded.

All volumes cataloged or made fully available for use and intended for permanent addition to the collection should be included in the count. Thus all material which can be readily identified and located for use by cataloging, classification, finding-lists, checked bibliography, or a combination of these methods, would be counted, except such ephemera as noted above.

How and What to Count in the Total Volume Count

1. Count each volume as one.
2. When two or more volumes are bound together, count the resulting unit as one. For example, two, five, or a dozen pamphlets bound together between covers would count as one volume.

3.[5] Serials should *not* be counted until they are bound in regular library binding or prepared for use by tying parts between board covers, placing parts in pamphlet boxes, etc. Count the latter in volumes as you would if they were bound in regular library binding. Serials awaiting regular library binding (e.g., latest volume of *Atlantic* or an older volume awaiting completion before binding) should not be counted.

A serial is defined as a "publication issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely."—A.L.A.

4. For comparisons of subject holdings, statistics of volumes shelved in professional school libraries, e.g., law, engineering, medicine, agriculture, business and journalism, etc., should be issued separately, as well as be included in the total volume count.

5. All libraries officially a part of an institution should be included in its statistics of holdings, regardless of location or administrative control.

How and What to Count as a Separate Statistic

Separate statistics should be maintained for the following types of material and these statistics *should not be included in the total volume count* except in instances which are noted below in parentheses:

a. *Manuscripts.* Count by individual item. A manuscript is defined as the smallest independent, self-contained unit in a collection. This may be a volume such as a ledger, scrapbook, or a letter press copy book; an individual letter or one sheet or a dozen sheets, etc. The physical characteristic of the manuscript decides whether it is one item or several items.

b. *Micro-reproductions.* Count microfilm by reel, strip or other physical form. Count photostats and photoprints by piece. (If the latter are bound in a volume or volumes, count by volume and include in the total volume count.)

c. *Slides.* Count individually.

d. *Maps.* Count unbound maps individually. (Count atlases and other bound collections of maps by volume and include in the total volume count.)

e. *Motion picture film.* Count by reel.

f. *Sound recordings.* Count by physical unit, e.g., cylinder, single-faced record, double-faced record, or spool of wire.

g. *Prints.* Woodcuts, lithographs, engravings, etc. Count individually. (If prints come in a portfolio, with title page, count each portfolio as a volume and include in the total volume count.)

h. *Music.* Count by volume with exception that a score—a specific composition—with multiple playing parts should be counted as one volume regardless of how it is kept. Count instruction and method books as other books and include in the total volume count.)

i. *Broadsides and posters.* Count individually.

j. *Other special categories of library materials,* e.g., architectural drawings. Count individually.

[5] Alternate to 3. Do not report the count of serials until they are bound in regular library binding. A serial is defined as a "publication issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely."—A.L.A. *Exception:* Unbound newspapers, intended for permanent keeping, shall be counted arbitrarily as 12 volumes a year for dailies and two volumes a year for weeklies.

Appendix II

Excerpts from Letters

From Ralph M. Dunbar, Chief, Service to Libraries, Office of Education, Feb. 17, 1949:

1. Will not the phrase "suitable for being so bound" in the Definition need some modification if "alternate 3" is accepted? For example, serials tied up in board covers could certainly be considered as being suitable for binding, and hence by definition a "volume." I suppose that your "alternate 3" simply eliminates serial volumes in this condition from being counted. The original definition may lead to confusion nevertheless.

2. Can some compromise be reached between "3" and "alternate 3" of Appendix I? Original 3 seems too loose and the alternate too rigid. For example, serials placed loosely in pamphlet boxes are certainly liable to loss and damage and hence are rather nonpermanent in condition. On the other hand, it is possible that serials may be too fragile or other-

wise unsuitable for binding, yet are amply protected in containers which have tapes or other forms of fasteners.

3. The recommendation (Appendix I, No. 5) that the holdings of all libraries officially a part of the institution be included in the total volume count is a good one, but some provision should be made for differentiating such libraries when they have their own budgets and their own staffs, separate and distinct from the general university library. Otherwise, university administrators will not have a comparable basis for estimating expenditure ratio, per student figures, etc.

4. In the matter of the definitions in Appendix I, we wonder if the "one sheet or a dozen sheets" part of (a) manuscripts could be sharpened up somewhat. The archivist may know how to interpret this part, but the layman may be puzzled by it. (e) *Motion picture film.* Our Visual Education Section questions the use of "reel" as a satisfactory unit for counting. The specialists suggest a counting by "prints" because "reel" is not a definite measure. They suggest that eventually librarians may wish to break down their film holdings by: 8mm, 16mm, and 35mm. For the physical aspects involved in storage, the inflammable and the noninflammable character of the films is important, although it may not be so for the research librarian.

Our visual education specialists also ask why "filmstrips" are not specified for a count, as they form as important a medium as "slides." As you probably know, "filmstrip" is the term now being standardized by the trade and includes strip films and film slides, normally on 35mm film, and five feet in length.

From G. Flint Purdy, Chairman, A.C.R.L. Committee on Statistics, Feb. 26, 1949:

. . . The method proposed in Appendix I seems to me to be about as far as we can go at the moment in establishing a standard and practicable means of measuring the contents of libraries. My personal preference is for Item 3 as approved by the majority of your Committee, rather than for the alternative suggestion. We actually bind all periodicals which we keep, but if we kept them in pamphlet boxes, for example, they would still constitute a part of our library resources and would be available through periodical indexes and abstracting journals.

I should like to see the suggested measurement of microfilm resources refined somewhat. Why could this not be done by using feet or frames as the unit rather than pieces?

I find the proposal with respect to counting music somewhat ambiguous, though I have no doubt that those more familiar with music literature would not.

. . . There remains some doubt, however, concerning the desirability of attempting to distinguish between materials "intended to form part of the library's permanent collection" and those not so intended. What is wrong with counting them when added and deducting them when withdrawn? This obviates the necessity of a crystal ball in predicting what is to be permanent, and also simplifies the instructions to those doing the actual counting.

Notes from the A.C.R.L. Office

ALTHOUGH THE present executive secretary is as green to his duties as a freshman in October, he has the firm intention of running a page of comment for A.C.R.L. members in each issue of *College and Research Libraries*. Similar communications may be placed, from time to time, in the *A.L.A. Bulletin* or mimeographed and mailed directly.

The *Bulletin* is the only publication which reaches the entire membership. Use of the *Bulletin* seems indicated in preference to a separate mailing, which is costly. It is hoped that nearly all members of this association have a chance to see *C.R.L.*, even though they do not subscribe. Your secretary hopes to reach most of the membership fairly regularly through these two channels. The plan is unorthodox, and open to criticism. Comment and advice are requested.

As the work was outlined by the president recently, there are three principal duties of the executive secretary:

1. He is expected to cooperate with the American Library Association in forwarding projects of general interest to the library profession including college and reference libraries. This obligation is by no means the most important and should not take any large share of the average working day. There are a few daily routines, such as skimming the mail of other divisions and keeping posted on A.L.A. developments. The A.L.A. receives quite a few invitations to be represented officially at presidential inaugurations or other college, university, or organizational ceremonies. In most cases delegates are selected from nearby libraries. Budget discussions, A.L.A. staff meetings, and similar miscellaneous activities take up a small portion of the working day.

2. The executive secretary, as the full-time officer of the association, is expected to see that chairmen are prompted to appoint committees, reports are made, and all sorts of organizational business performed on time and as required by the Constitution. This is a fairly large duty and one which could be very time consuming were the office not blessed with an extraordinarily devoted and competent (nonexecutive) secretary.

The committee setup of A.C.R.L. does not seem, at first glance, to be complicated or bulky. The list which lies before me as these notes are written of an early morning in Grand Rapids shows 15 committees plus representation on a small number of joint committees. This is, however, somewhat deceptive. There are seven sections: Agricultural Libraries, College Libraries, Engineering School Libraries, Junior College Libraries, Reference Librarians, Libraries of Teacher Training Institutions, and University Libraries, each of which has its own committees.

The committee organization is a perplexing matter and one on which comment and advice from the membership is very much needed. It is obviously desirable to have a broad base of participation by members. Everyone who is willing to work should have a job to do, and not on any W.P.A. leaf-raking basis. Great things can be accomplished both for the association and for the individual, whose mind can be sharpened and outlook and experience broadened. Recognition will come for work ably done. In short, the more committees, the better.

On the other hand a lack of contact between the office and these committees is highly undesirable. It may often be a case of the left hand knoweth not what the right doeth, to put it mildly. Duplication of effort, frustration, and ill-considered ventures are certain to ensue to some degree. Not too long ago your executive secretary himself was guilty of initiating a study by a local group in Pennsylvania which partly duplicated work being done on a regional as well as a national scale (not under A.C.R.L.!).

It therefore seems very important to keep in close touch with the committee activity of the sections and, so far as humanly possible, with that of the state, regional, and local groups working on college and reference problems. If nothing else, this office can perform a useful function as a clearinghouse for groups, A.C.R.L. or not, which are concerned with college and research library matters.

It is hoped that the years ahead will see a curb on the number of standing committees

and a multiplication of short term, *ad hoc* committees, each of which will have a short, specific job to do and a promise of automatic release when a report is submitted. Library techniques and services very seldom require the constant vigilance of standing committees, perpetuated, sometimes nearly idle, year after year. Any organization, of course, must have officers and program, nominating, and membership committees. Beyond these and possibly other functional activities the advantages of *ad hoc* committees are strongly urged. A small group can accomplish wonders in investigating and reporting in a short time when it is clear the job is finished at the moment the report is submitted. The glory will be no whit diminished.

Obviously there are many other duties entailed in being the salaried secretary of this or any other organization.

3. The executive secretary is expected to function as an "expert" on college and research library techniques and operations in general. The quotation marks are used advisedly because obviously no one, certainly not the present incumbent, is qualified to speak with authority on all problems affecting the professional activity of the membership. On the other hand there are many aspects of library work on which he is in a position to give information and sound advice. Some inquiries are answered directly either on the basis of personal experience or information in the A.C.R.L. files. Generally speaking, confirmation of personal experience is sought in the files.

The former executive secretary built up a small documentary collection on library problems and practices. This is very useful. More librarians should contribute to this. It is an easy thing to run off an extra carbon of a report, and send it in. If the subject matter is not of interest at Headquarters, it will be destroyed. Please report even though nothing radically different is involved in your new rental library, classification and pay plan, annual report, circulation system, or policy in granting borrowing privileges. This information can often be useful to others. Material benefit may accrue to another library from knowing that this and that place do the same thing. In your secretary's experience policies have been sold to university administrations by listing certain other libraries with similar policies.

In many cases your executive secretary will pass along requests for information and counsel to other members more qualified to speak. He is, for example, singularly ignorant of microfilm equipment and techniques, and anyone writing on that subject will get only a polite acknowledgment from the office stating, among other things, that the request is being forwarded to someone else (possibly Carruthers, Fussler, or Tate), who knows the field.

As requested, the office is prepared to back individual librarians in selling programs, pay scales, professional recognition, etc., to reluctant higher authority. In many cases it may help to have a supporting letter from the association when promoting a program.

There is every indication of a need for closer contact between the membership and the Home Office. Traveling and personal appearance are desirable but have definite limits. Exchange of information and correspondence must bear the brunt of this responsibility.

* * *

College and Research Libraries has less than 2000 subscribers and shows a modest deficit annually. This will be considerably larger for the current year because of the large tenth anniversary issue, unless advertising pays more in the months ahead. While the dollar return per advertisement cost is open to argument, there is definite evidence of good will on the part of those who do advertise, as in the case of the drug store which takes a page ad in a college yearbook. Some of the nationally-known business houses doing six and seven figure business with college and university libraries do not advertise, and librarians might mention this in considering orders with any such companies. They should be interested in research and development in the library field, and a share in the cost seems not an unreasonable request.

* * *

This office receives occasional letters from librarians seeking new positions and from libraries looking for applicants. No formal placement work is done by your secretary, but he does welcome such letters and does what he can in each instance. In general, the office is notified only of the higher positions ranging in salary above $3500.

Arthur T. Hamlin
A.C.R.L. Executive Secretary

Progress Report of the A.C.R.L. Committee on Preparation and Qualification

IN THE period of time between the last report of this committee (Feb. 2, 1949) and this, there has been relatively little direct committee work on our long range objectives.

As previously indicated, there are divergent ideas among the members of the committee concerning the best way to uncover concrete standards for the preparation and qualifications of college, university and reference librarians. Some members of the committee have elected to cover their specific areas by the questionnaire method (Kozumplik, Chapman, Muller, Anderson); Miss Murray will supplement personal investigations with a questionnaire; and others (Christ, Dalton, Orne) will proceed with personal investigations without questionnaires. At present three members (Kozumplik, Anderson and Chapman) report some progress on their questionnaires. Possibly some results may be available for the Midwinter meeting.

The fields of study for each member of the committee have been established according to the following pattern: Katherine Anderson, public library reference personnel; Edward A. Chapman, technical school library personnel; Robert W. Christ, reference personnel; Mary H. Clay, junior college administrative personnel; William Kozumplik, technical processes personnel; Robert Muller, administrative level personnel; Florence Murray, comparative study of Canadian personnel *versus* United States personnel in all fields studied by other members of the committee; Jerrold Orne, top level administrators only.

It has occurred to me that now that *College and Research Libraries* is 10 years old, it might be one of the aims of our committee to produce a round-robin of papers on our assignment to bring up to date the symposium "Essentials in the Training of University Librarians," published in the first issue of the quarterly. Our summary of the current situation might be utilized in a 1950 issue of the quarterly.

One positive contribution of the committee lies in its representation at important meetings where education for librarianship is the theme. The committee was represented at the Princeton Conference by Jack Dalton and Jerrold Orne. We will be fairly well represented at the regional meetings by our members, and they are expected to report significant trends to the chairman, who in turn informs the entire committee. The committee has also been represented in actual training for librarianship programs by R. W. Christ, who taught this summer at Florida State Library School, and Jerrold Orne, who taught at the University of Illinois Library School summer session. The committee serves and will continue to serve as the collective ear-to-the-ground in its field for A.C.R.L. so long as it is deemed useful.—*Jerrold Orne, chairman.*

Personnel

N. Orwin Rush, executive secretary of the Association of College and Reference Libraries, resigned on Oct. 1, 1949 to accept the librarianship of the University of Wyoming. Mr. Rush was the first full-time representative of A.C.R.L., and during his 30-month term he made the position and the office in Chicago indispensable to members of the association. He has represented us at meetings of librarians and at conferences of other scholarly groups, has served as placement officer, initiated projects, and has established his office as a clearing house for information of interest to librarians of college and research institutions.

N. Orwin Rush

The opportunities for service to A.C.R.L. have been numerous, and Orwin Rush, in a friendly and effective manner, has taken advantage of these favorable circumstances as often as his schedule permitted. Since 1946 membership in the association has increased from 2400 to 4400. The executive secretary has kept these members well informed about the association, has been active in increasing their number, and in extending the subscription list and advertising program of *College and Research Libraries*. Moreover, he has become the right arm of the president, directors and section officers of A.C.R.L.

Mr. Rush was born in Sapulpa, Okla., in 1907. He received an A.B. degree from Friends University in 1931, and Bachelor of Library Science and Master of Library Science degrees from Columbia University in 1932 and 1940, respectively. From 1942 to 1944 he was supervisor of stacks of the New York Public Library, and from 1934 to 1936 was assistant in charge of the main reading room. He was librarian of Colby College from 1936 to 1945, and of Clark University from 1945 until his appointment as A.C.R.L. Secretary. He was president of the Maine Library Association from 1939 to 1941. His broad professional interests are apparent in his published books and articles in the areas of bibliography, printing and librarianship in general.

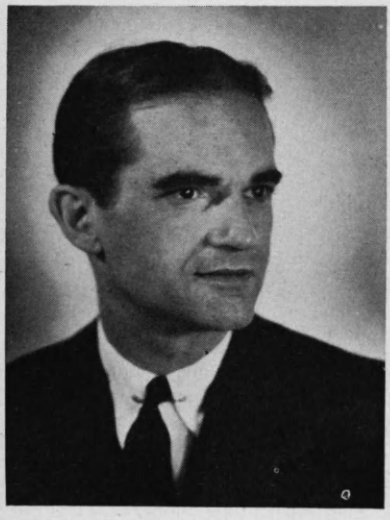
Mr. Rush has made many friends for A.C.R.L., and has established on a solid foundation the association's office at A.L.A. headquarters. He takes with him to Laramie the good wishes of the association, and a background of experience which augurs well for the University of Wyoming Library.—*Benjamin E. Powell.*

After four years as head of the Service Division of the University of Pennsylvania Library, Philadelphia, Arthur T. Hamlin has resigned to become executive secretary of the Association of College and Reference Libraries.

Mr. Hamlin, who was born in Haverhill, Mass., on Feb. 8, 1913, received his B.A. from Harvard in 1934 and his B.S. from Columbia University School of Library Science in 1939.

He was a student assistant in the Harvard College Library, Cambridge, for three years, and after graduation joined the regular staff of the Order Department. Mr. Hamlin was curator of the Poetry Room for two years, before going to Columbia. After graduation there, he served as assistant, Economics Department and Information Desk, at the New York Public Library for one year and as assistant-at-large in the University of Pennsylvania Library from 1940 to 1942.

Early in 1942 Mr. Hamlin joined the Office of Naval Intelligence as a research analyst,



Arthur T. Hamlin

and remained with the "civilian Navy" in various capacities during the war years. He now holds a commission in the Army reserve.

Mr. Hamlin was recalled to the University of Pennsylvania Library in 1945 to serve as head of its Service Division. The subsequent four years in the reorganization program of the University of Pennsylvania Library provided ample opportunity for his imagination, vision, and broad understanding of service functions.

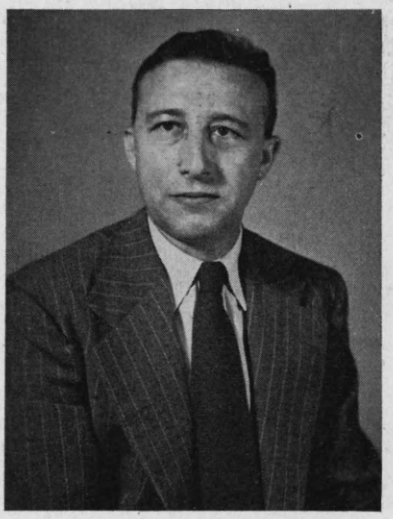
Mr. Hamlin is chairman of the College and University Group of the Philadelphia chapter of S.L.A. In addition, he has been active in local adult education work. He was one of the original planners of the Junto, Philadelphia's Adult School, and a director before and after the war.—*Charles W. David.*

CHARLES LEONARD KATZ was appointed librarian of Lincoln University on July 1, 1949. He came to his post from Franklin Institute Laboratories for Research and Development, where from 1947 until he accepted his new position he was research engineer engaged in the writing of technical reports. During the period 1943 through June 1947, he was technical editor in the Army Ordnance Research and Development Service, Editorial Branch.

Mr. Katz has also had long experience in general library service. He was a general assistant in the Temple University Library from 1925 to 1931, and for a five-year period was assistant librarian in the general library and librarian of the Education Library. From 1936 to 1943 he was chief of the reference department at Temple. For a time he worked in the libraries of Drexel Institute and Girard College. Coupled with his library experience is teaching experience in Philadelphia high schools and the library training classes of Temple University. From 1940 until 1943 he was director of the Summer Library School at Temple.

Mr. Katz holds bachelor's and master's degrees from Temple University, and his library school training was received at Drexel Institute and Columbia University.

He has assumed his position at Lincoln with a good background in university library administration and organization. At Temple, he played an important part on the planning committee for the Sullivan Memorial Library building, and in organizing the materials in the library after its completion.



Charles Leonard Katz

His work in the Army Ordnance Office consisted of research, writing, illustrating and publishing three types of publications: (1) the catalog of standard ordnance items, (2) the history of ordnance department research and development during World War II, and (3) preparation of training manuals and booklets on the most recent developments in tactical

usage of new weapons. His work brought him into contact with many research institutions, university research groups, and army, navy, and air force research laboratories.

Mr. Katz will be of considerable help in the development of the library program at Lincoln University, which has an expanding program in arts and sciences.—*M.F.T.*

Appointments

Charles Edward Butler, librarian of the Kanawha County Public Library, Charlestown, W.Va., has been appointed librarian of West Virginia University at Morgantown.

William Lawrence Keitt has been appointed law librarian of the Library of Congress. Charles S. Lobingier has been named honorary consultant in modern civil law.

John Emmett Burke has been appointed librarian of the George Peabody College for Teachers at Nashville, Tenn.

Thomas V. Reiners, former head of the technical processes department of the Cardinal Hayes Library at Manhattan College, New York, has been appointed assistant librarian at Boston College, Chestnut Hill, Mass.

Russell F. Barnes, librarian of the Minnesota Historical Society, became librarian of the James Jerome Hill Reference Library, St. Paul, on October 1.

Harry Dewey, formerly head cataloger at the John Crerar Library, Chicago, has been appointed head of technical processes, Southern Illinois University, Carbondale.

Howard H. Lapham has been appointed assistant librarian and chief public service librarian of the West Virginia University Library at Morgantown.

Margaret J. Hort left the library of Russell Sage College, Troy, N.Y., to become librarian of the Philadelphia Seminary of the Lutheran Church.

R. Malcolm Sills, formerly librarian of Massachusetts State College, Fort Devens, is now librarian of Fenn College in Cleveland.

Dorothy B. Hammell became reference librarian of Smith College, Northampton, Mass., on October 1.

Kenneth S. Barnes, formerly reference librarian of Sampson College, Sampson, N.Y., became librarian of the School of Business and Public Administration at Cornell University, Ithaca, N.Y., on July 1.

Janet Doe, assistant librarian of the New York Academy of Medicine, has been named librarian to succeed Dr. Archibald Malloch who has recently retired.

Leslie I. Poste is head of the Department of Library Science, University of Kentucky, Lexington.

De Lafayette Reid, formerly librarian of the University of Illinois branch at Galesburg, is now assistant director of the University of Kansas Library, Lawrence.

Mrs. Regina Barrington, librarian of the Friends University in Wichita, Kan., in 1946-47, has returned to the library, replacing Mrs. Matilda Looney.

Lewis M. Ice, formerly librarian of Sampson College, Sampson, N.Y., is now librarian of the University of Bridgeport, Bridgeport, Conn.

Martin J. Feerick joined the staff of the University of Tennessee Library, Knoxville, as law librarian on October 1.

Charles A. Brophy, Jr., assistant chief for the V.A. library service in Ohio, is now circulation librarian at the University of New Mexico in Albuquerque.

Mrs. Mary F. Tomlinson, of the catalog department of the University of Illinois Library, has been appointed head cataloger of the U. of I. Chicago Undergraduate Library. Mrs. Helen Brown Schmidt, assistant editor of the A.L.A. Booklist, has become acquisitions librarian.

Roger P. Bristol has been appointed head cataloger for the Peabody Institute Library in Baltimore.

Amelia H. Trippe is now head of circulation of the Palmer Library, Connecticut College, New London.

Gertrude Wulfekoetter of the Huntington Library, San Marino, Calif., has been appointed reference librarian at Lewis and Clark College, Portland, Ore.

Allen R. Stowell, who has been in the parish ministry since 1933, has been named librarian of Southwestern College, Winfield, Kan.

Mrs. Pamela Quiers, formerly librarian of the Iodine Educational Bureau of the Chilean Nitrate Company, New York, has been appointed to the new position of curator of the

Libraries of the University of Vermont.

Bernice E. Headings is now librarian of the Alderson-Broadus College, Philippi, W.Va.

Joseph Yenish, librarian of the Pollock Graduate Library, Yeshiva University, New York, has gone to Temple University, Philadelphia, as librarian of Community College.

Douglas W. Bryant, assistant librarian of the University of California at Berkeley, is on leave of absence to serve as director of library service in the American Embassy in London.

Jean Ashman, law librarian of Indiana University, has been appointed law librarian and research assistant in the law school of the University of Chicago. Other Chicago appointments include Edward L. Sheppard as librarian of the Swift Library, Hilmar Sieving as librarian of the Education Library, and Mrs. Lucille West as librarian of the Eckhart Library.

Victor H. Hardendorff is now circulation librarian of the Howard-Tilton Memorial Library of Tulane University.

Mrs. Gwendolyn M. Bedford has been appointed associate professor of library service at the Drexel Institute School of Library Science.

Lois B. Payson, librarian of the Montana State College, has been named assistant to the director of the University of Wyoming Library.

Dan M. King has left the Reference Department of the New York Public Library to become librarian of the Minnesota Historical Society in St. Paul.

Retirements

Mrs. Katherine E. Bowden, librarian of Valparaiso University, Valparaiso, Ind., since 1927 and a member of the staff since 1913, became librarian emeritus in September.

Willard Potter Lewis, librarian at the Pennsylvania State College since 1931, retired with emeritus rank on August 31.

Mary E. Martin, librarian of the Alabama Polytechnic Institute, Auburn, from 1918 to 1949, has retired to her home at Easley, S.C.

Effie A. Keith, who has been special consultant in cataloging for the Northwestern University Libraries at Evanston for the past two years, has now retired.

Necrology

Brunelle Watson, instructor in the department of library service of the East Texas State Teachers College since 1948, died on September 6 in Birmingham, Ala. Miss Watson had been active in developing the new 30-hour library program at the college.

Edith Thomas, chief extension librarian of the University of Michigan Library for many years, died in Chelsea, Mich., on June 4.

Vendla Wahlin, librarian of Bethany College, Lindsborg, Kan., since 1944, died on August 2 after an illness of several months.

Foreign Libraries

On Mar. 31, 1949, Dr. Josef Bick retired as generaldirektor of the Oesterrichische Nationalbibliothek in Vienna. He was succeeded by Dr. Josef Stummvoll, who was in the United States last winter and attended the 1949 A.L.A. midwinter conference.

Dr. Richard Oehler, formerly director of the Stadt- und Universitätsbibliothek at Frankfurt-on-the-Main, died on Nov. 13, 1948, at the age of 70.

Dr. J. H. Kernkamp resigned as director of the University of Utrecht Library, the Netherlands, on Jan. 31, 1949, to accept a professorship of economic history at Rotterdam. He was succeeded by D. Grosheide, formerly a conservator at the University of Utrecht Library.

Dr. Isak Collijn, for many years librarian of the Swedish Royal Library in Stockholm, died on Mar. 28, 1949. Dr. Collijn listed among the many honors he had received in his lifetime an honorary foreign corresponding membership in the Grolier Club.—*Lawrence S. Thompson.*

News from the Field

Miscellany

Luther H. Evans, Librarian of Congress, announced in August that in compliance with a recommendation of the Joint Committee of Congress on the Library, the Library was canceling all arrangements for the giving of prizes and the making of awards. The Elizabeth Sprague Coolidge Medal for "eminent services to chamber music," three awards made in connection with the annual national exhibition of prints, and the Bollingen Prize in Poetry were discontinued by the decision. It was the Bollingen Prize that achieved such extensive publicity when it was awarded to Ezra Pound for his *Pisan Cantos*.

The *Journal of Southern Research,* a new scientific periodical covering activities in the South's research laboratories, was mentioned in an earlier issue of this column. During the summer the Southern Association of Science and Industry adopted this new periodical as its official publication. The *Journal* will furnish members with a long-needed medium for recording their work. It is also expected to make it easier for businessmen to keep abreast of current technical developments.

The Southwest Research Institute has notified us that the Special Libraries Association is sponsoring a project which will attempt to compile a directory of translators of technical and scientific materials. The directory is being compiled at San Antonio but there will be approximately seven other centers located throughout the United States. These centers will serve their particular geographical areas by collecting addresses of peoples or firms who are capable of providing translations from foreign languages. The aim is to collect, not only the names of translators competent in the more common foreign languages, but also the names of those who are conversant with the less common languages, such as Hungarian and Finnish. Readers of *College and Research Libraries* are asked to forward the names and addresses of competent translators to Wayne A. Kalenich, research librarian, Southwest Research Institute, San Antonio 6, Tex.

The Unesco Book Coupon scheme has been enlarged to include Egypt and Holland. The scheme permits people in "soft" currency countries to buy books and periodicals from "hard" currency countries simply through the purchase, in their own currency, of Unesco Book Coupons. Egypt has joined the scheme both as book buyer and book supplier. The Egyptian Government has designated the Administration of General Culture of the Ministry of Education in Cairo as the agency responsible for the sale of coupons in Egypt. All Egyptian booksellers will now accept book coupons in payment for their publications. The Netherlands have joined the scheme as book suppliers only. The Stichting Grafisch Export Centrum, N.Z. Voorburgwal 58-60, Amsterdam-C has been appointed as the agency to receive orders for all publications bought from the Netherlands by means of book coupons. These latest additions bring the total number of countries benefiting from the Unesco Book Coupon scheme to nine: Czechoslovakia, Egypt, France, Hungary, India, and the United Kingdom (all book buyers and book suppliers) and the Netherlands, Switzerland, and the U.S.A. (book suppliers only).

Acquisitions, Gifts, Collections

The private papers of James Boswell, the greatest collection of English literary manuscripts of the eighteenth century, have been acquired by Yale University. The purchase of this vast collection of journals, letters, and other materials was made possible by a gift to Yale from the Old Dominion Foundation, established by Paul Mellon, class of 1929, and by arrangement with McGraw-Hill Book Company, Inc., for exclusive rights to publish, through Whittlesey House, the extensive series of volumes which will result from the editing of the papers by leading scholars.

These papers of Samuel Johnson's biographer were bought from Lieutenant Colonel Ralph H. Isham of New York, class of 1914, who has spent nearly 25 years in locating and acquiring this unique collection. During this period, Colonel Isham brought the papers together from their hiding places in the attics and outbuildings of an Irish castle and a Scottish mansion, where they had remained unknown for more than a century.

The manuscripts, written on rag paper and still miraculously fresh, will not be immediately available to scholars since it will be necessary first to sort and arrange the thousands of items.

The extraordinarily intimate story of Boswell and his contemporaries will ultimately be made available to the general public as rapidly as careful editing and publishing permit.

The collection is expected to yield books of a widely diverse sort, some containing Boswell's own private journals, some the suppressed passages in his previously published work, some his correspondence with the great figures of his age, and others of varied character. Each volume will be published separately as soon as the work of preparation is completed and it is hoped that the first volume will be ready for publication in 1950. The tremendous scope of the collection is indicated by the fact that its publication is expected eventually to comprise some 40 or 50 volumes.

The Boswell collection is considered to be, both in size and importance, one of the greatest ever assembled, and one of the most significant acquisitions by a university library in recent times. It contains well over 4000 items, many of them hundreds of pages in length, relating in Boswell's hand his associations with the greatest men of his age, and his adventures in the riotous underworld of the time.

The original manuscript of Theodore Dreiser's *The American Tragedy* was acquired by the University of Pennsylvania Library during the summer. This important acquisition forms part of a large collection of Dreiser manuscripts and correspondence obtained by the University Library from the author's widow. Among other outstanding items in the collection are the manuscripts of two early novels, *The Genius* and *The Titan,* as well as letters written to Mr. Dreiser by President Franklin D. Roosevelt and other prominent political and literary figures. These recent acquisitions supplement the correspondence and manuscripts which the University of Pennsylvania Library received from Mr. Dreiser before his death in 1945.

Northwestern University Library recently received the private collection of Ralph Budd, former president of the Burlington Railroad. The collection numbers some 2400 volumes and represents the working library of a railroad man vitally interested in the early history and development of railroads. Consequently the collection is rich in material dealing with the exploration, development and building of the West. Early travels, personal narratives, maps and society publications make up the bulk thereof.

During a recent house cleaning at Washington University in St. Louis, Dayton C. Canaday uncovered a relatively rare newspaper volume. This single volume is the *Gazette of the United States,* published by John Fenno in New York and Philadelphia during the early years of American independence. The file is dated April 14, 1790 through April 27, 1791. The *Gazette* was first published in New York in April 1789. It had the backing of the Federalists, since Fenno had stated that the paper's purpose was to disseminate favorable sentiments of the federal Constitution and the administration. Alexander Hamilton was a frequent contributor, writing many letters on current political topics under various pseudonyms. Opposition papers, such as the *Aurora* and Freneau's *National Gazette,* were established by the Jeffersonians, and Hamilton's protégé was, at times, forced into undignified controversies. The *Gazette* was a small three column folio printed on a sheet 17″ by 21″. Its circulation never exceeded 1400, one fourth of which was gratis. Fenno, hard pressed by creditors in 1793, appealed to Hamilton for aid. Apparently $2000 was forthcoming and the *Gazette* continued publication. Fenno died in Philadelphia in the yellow fever epidemic of 1798. His son, John Ward Fenno, carried on the paper until 1800 when he sold it. A number of libraries throughout the country are listed as having scattered numbers of this historic newspaper, but few libraries possess complete volumes.

In September the Naval Historical Foundation deposited its large collection of naval historical papers and documents in the Library of Congress, Manuscripts Division. The Naval Historical Foundation, since its organization in 1926, has been collecting through gift, purchase and loan, documents concerning the history of the United States Navy. These papers, primarily, are composed of private files of naval officers, including personal correspondence with their families, friends and other naval personnel, journals of cruises, files of orders, papers written in various naval

subjects, addresses and other writings. These personal papers complement the official reports on the same subjects. The entire collection, which is being constantly enlarged, contains approximately 50,000 documents and hundreds of journals, log books and letter books. The Library of Congress is beginning work on a descriptive inventory which will make the Naval Historical Foundation collection available to researchers.

Committees, Conferences, Curricula

The nation's most extensive program of international affairs studies has been introduced at Columbia University, with the opening of the new European and East Asian Institutes for graduate area studies. With these new study centers and the Russian Institute, established in 1946 through the aid of a $250,000 grant from the Rockefeller Foundation, Columbia will offer intensive study and research projects on the three vital world areas. Closely allied with the three institutes is the Graduate School of International Affairs, under the direction of Professor Schuyler Wallace. This school was established in 1946 and last year graduated its first group of specialists with the new degree of Master of International Affairs.

Publications

The Library of Congress has issued an extremely useful analytical and selective guide to the more important newspapers and periodicals of 25 European countries. Entitled *The European Press Today,* the study was prepared by Harry J. Krould, chief of the Library's European Affairs Division, in response to requests from government officials, institutions of research and higher learning, and individual scholars. Each publication is described in a short evaluative annotation, which indicates its political orientation, affiliation and constituency. Copies of *The European Press Today* may be purchased from the Card Division, the Library of Congress, Washington 25, D.C., for $1.00 per copy.

The first issue of the *Selective Checklist of Prints and Photographs recently cataloged and made available for reference* has been published by the Library of Congress. This publication is the first in a projected series of guides to the contents of the unparalleled collections of the Library's Prints and Photographs Division. Over two and a half million pictures—original prints, historical photographs, albums and reproductions of all kinds —have been assembled by the Library during the last 100 years. The new checklist is designed to inform interested persons concerning the availability of groups of pictures, particularly photographs, as they are currently prepared for use. Checklists will be issued several times a year. The first contains more than 400 descriptive entries or lots of pictures and may be obtained upon request from the Prints and Photographs Division, the Library of Congress, Washington 25, D.C.

Luther H. Evans, Librarian of Congress, is the author of "Bibliography by Cooperation," in the *Bulletin of the Medical Library Association,* July 1949.

Chester Kerr is the author of *A Report on American University Presses* (Association of American University Presses, 1949). This volume is based on a survey by the American Council of Learned Societies with a grant from the Rockefeller Foundation. The report considers such aspects of university presses as the types of publications issued, relations with the university and the scholar, organization and personnel of presses, selection of material for publication, production, distribution, records, support, cooperation among presses, and development of new presses. An appendix by Henry M. Silver describes "New Techniques of Specialized Publishing."

The New York State School of Industrial and Labor Relations, Cornell University, has begun publication of a series of research pamphlets to be issued by the school. "Union Security and the Taft-Hartley Act in the Buffalo Area," by Horace E. Sheldon; "Training in New York State Industries," by John M. Brophy; "Apprenticeship in Western New York State," by Edward B. Van Dusen; and "Welfare Collective Bargaining in Action," by Morris Sackman are now available free of charge to New York State residents. On requests for more than five copies or for out-of-state orders a charge of 15¢ per copy is required to cover costs.

The Use of Television by the Public Library is the title of a pamphlet published jointly by the Library Public Relations Coun-

cil and the American Library Association. It is a transcript of the proceedings of a meeting held in Town Hall, New York, and represents one of the first discussions on the subject. Copies may be obtained at $1.00 apiece, including postage, from the Publishing Department, American Library Association, 50 E. Huron St., Chicago 11, Ill.

The following issues of English magazines lost en route to the United States during the war are now available in lithoprint form at the prices noted below. They are considered entirely satisfactory for binding purposes. Address orders to the Serials Committee, American Library Association, University of Minnesota Library, Minneapolis 14, Minn.

Electrician	*Price*
v. 127, no. 3309, Oct. 31, 1941	$ .59
v. 127, no. 3311, Nov. 14, 1941	.46
v. 129, no. 3360, Oct. 23, 1942.	2.15
v. 131, TPI, July-December 1943	.29
v. 132, TPI, Jan.-June 1944	.27
Fortnightly	
No. 911, November 1942	1.37
No. 916, April 1943	2.14
Gardener's Chronicle	
v. 113, no. 2929, Feb. 13, 1943	2.77
Journal of Scientific Instruments	
v. 20, no. 2, February 1943	1.15
New Statesman and Nation	
v. 21, no. 525, Mar. 15, 1941	2.67
v. 24, no. 609, Oct. 24, 1942.	1.18
v. 25, no. 625, Feb. 13, 1943.	1.18
v. 25, no. 631, Mar. 27, 1943	1.41
Punch	
v. 203, no. 5305, Oct. 21, 1942.	2.20
v. 204, no. 5321, Feb. 10, 1943.	2.00
Round Table	
v. 33, TPI, December 1942	.50

Harry C. Bauer, director of the University of Washington Libraries, is the author of "Library Sleuthing," in the *Washington Alumnus,* Summer 1949. The University of Washington Libraries have issued a two page leaflet which describes the work of the libraries.

The 1948 cumulation of the *Canadian Index,* the Canadian counterpart of the *Readers' Guide to Periodical Literature,* was published in September. The *Canadian Index,* a project of the Canadian Library Association, indexes 64 Canadian periodicals, 12 of which are in the French language. Publication is monthly, September through June. The *Index* also includes pamphlet material and moving pictures produced in Canada. The subscription rate outside Canada is $25.00. All inquiries should be directed to: *The Canadian Index,* Central Chambers, 46 Elgin St., Ottawa, Ont.

Boston University has issued the *Chenery Library News,* a mimeographed publication (v.1, no.1, September 1949) which contains information about the facilities, collections and work of the Library.

Duke University Library has published a *Student's Guide to the General Library.* This 15-page pocket-size manual describes the building, the usual and special services, and the library regulations.

Three campaign speeches, analyzed by the editor with "polled" results are included in the latest annual collection, *Representative American Speeches: 1948-1949* ($1.75. H. W. Wilson Co., New York 52). The speakers are Harry S. Truman, Thomas E. Dewey, and Henry A. Wallace. Their speeches, their manner of delivery and especially the editor's analyses should be useful reading for future candidates. The editor and compiler is Dr. A. Craig Baird. In his analysis that precedes each speech, Dr. Baird first presents the time, place, occasion and background. He then discusses the manner of delivery, the structure, content and purpose of the speech and the audience reaction. A brief biographical sketch is included for each speaker and a cumulated index lists all speakers and speech titles that have appeared in the 12 volumes.

During August, Marshall Field announced that *Patterson's American Educational Directory,* a 45-year old nationally recognized listing of schools and educators, had been acquired by Field Enterprises, Inc., Educational Division. The directory was formerly owned by Homer L. Patterson and published in Chicago. H. R. Lissack, formerly in charge of Britannica Films, has been named to head the new organization. Address all inquiries to Field Enterprises, Inc., Educational Division, 35 E. Wacker Drive, Chicago 1, Ill.

The Fallon Law Book Company, Inc., 149 Broadway, New York 6, published *A*

Law Dictionary, English-Espanol-Français-Deutsch, on October 15. The volume is priced at $15.00. Lawrence Deems Egbert is the author.

The Third Princeton Conference, a report of the meeting of the Cooperative Committee on Library Building Plans, held at Princeton, April 4, 1949, has been issued. The proceedings are available from Dr. S. A. McCarthy, Secretary, Cooperative Committee on Library Building Plans, Cornell University Library, Ithaca, N.Y., at $2.50 a copy.

A mimeographed publication of interest to librarians is *Employee Personnel Practices in Colleges and Universities,* a survey completed under the sponsorship of the College and University Personnel Association, in the spring of 1949. Among the topics reported on are classification of personnel, wage policy and pay plan, benefits and conditions of employment, in-service transactions, recruitment, placement, testing, professional nonfaculty research personnel, and miscellaneous personnel practices. Boynton S. Kaiser, University of California, Berkeley, directed the survey.

Teachers in the social sciences who may have experienced some difficulty in finding materials that would clearly relate current events to economic textbook theory may be interested in a monthly publication now being issued by Economic Service Agency of Washington, D.C. This bulletin, titled *Topic of the Month,* features one major topic each month and discusses it, in layman's language, from the economist's point of view. Group discounts are available, even when the individual copies are mailed to different addresses, and complimentary copies are made available to instructors. Requests for copies should be sent to Economic Service Agency, 1603 K. St., N.W., Washington 6, D.C.

J. Gormly Miller, librarian, New York State School of Industrial and Labor Relations, Cornell University, is the compiler of a list of "Recent Publications" in the October 1949 issue of *Industrial and Labor Relations Review.*

Gene Midget is the author and illustrator of a mimeographed publication, *A Fable with a Moral,* issued by the Wagner College Library, Staten Island, N.Y. The booklet describes how a student may be helped in learning to use the library.

The U.S. Department of Labor, Bureau of Labor Statistics has released a preliminary statement on "Salaries and Working Conditions of Library Employees, 1949." According to the release, "salaries of library employees in the United States average $2575 a year." The average professional salary is $3050; the nonprofessional, $1975. Highest salaries, both for professional and nonprofessional workers, were reported in the border states including the District of Columbia, where a large proportion of all library employees work for the federal government.

George B. Sanders, secretary of the Oregon State Archives, has compiled a list of the members and chief clerks of the Oregon Legislative Assembly. Entitled *Members of the Legislature State of Oregon 1860-1949,* the list was designed to serve as a general name index to the published house and senate journals. The pamphlet is free to citizens of Oregon and single copies are free to libraries and historical societies. For sale to other individuals or groups outside of Oregon for $1.00 per copy.

Mrs. W. W. Campbell and J. A. Hulbert are compilers of *A Bibliography of Graduate Masters Theses,* issued by the Virginia State College, Petersburg. The work covers the years 1937-1949.

Know Your Library is the title of "a guide to the use and enjoyment of the Library of the University of California, Los Angeles."

Paths and By-Paths in Inland Marine Insurance, by Harold S. Daynard (New York, Advocate Press, 1949) is a useful reference source on matters relating to this phase of insurance. Forms are included in the appendices.

ASLIB, 52 Bloomsbury St., London, W.C.L., has issued *Guides to Sources of Information in Great Britain* (No. 1, The Paper Industry; No. 2, Agriculture and Allied Interests; and No. 3, Beverages and Food).

Jerrold Orne, director of libraries, Washington University, is the compiler of *The Language of the Foreign Book Trade: Abbreviations, Terms and Phrases* (Chicago, American Library Association, 1949, price $2.25). While Dr. Orne does not claim that the list is complete, there is no question that it covers most of the terms found in the publications of book dealers of the following nationalities: French, German, Italian, Portuguese, Spanish, Dano-Norwegian, Dutch and Swedish. The compiler is anxious to have the comments of users so that a more com-

plete work will be achieved in the future. The volume is a useful addition to our tools for acquisitions work.

The *Harvard Library Bulletin,* for Autumn 1949, contains "The Importance of Rare Books and Manuscripts in a University Library," by William A. Jackson, and "The Future of Libraries in Academic Institutions," by Donald Coney, Newton F. McKeon and Harvie Branscomb.

The Friends of Libraries Committee of the American Library Association is conducting a survey of Friends groups in public, college and university libraries. Questionnaires were sent out this past spring and summer.

Librarians who have not yet sent in their replies are urged to do so as soon as possible.

If you have a public library Friends group and have not received a questionnaire, it may be obtained by communicating with Catherine J. Butler, librarian and superintendent, Carnegie Library of Homestead, 510 Tenth Avenue, Munhall, Pa.

If you have a college or university Friends group and have not received a questionnaire, write to H. G. Bousfield, chief librarian, Brooklyn College Library, Bedford Ave. and Ave. H, Brooklyn 10, N.Y.

Howard F. McGaw, formerly librarian at Ohio University Library and now a graduate student at Teachers College, Columbia University, is making a study of the marginal punched card system in college and university libraries. He would like to hear from any library using any kind of marginal punched card system, with the exception of those libraries with which he has already had correspondence. Please address Mr. McGaw at 401 Bancroft Hall, 509 W. 121st St., New York 27, N.Y.

"Upon First Looking into John Cook Wyllie's *The Need*"[1]

The locust is a dirty bird;
  The bee from roses carbon makes;
To sleep with women is absurd;
  Today's research is "no great shakes."

Librarianship is trade-school stuff,
  It has degraded our position;
Love of rare books is quite enough
  To give us back our proud tradition.

Such arguments are hard to follow,
  From some warped complex they must spring;
The substance of his speech is hollow,
  Let's just forget the whole damned thing!

Jesse H. Shera

[1] "Rare Books in the University Library: The Need." *College and Research Libraries,* 10:291-94, July 1949.

Review Articles

Library Education

Issues in Library Education. A Report of the Conference on Library Education, Princeton University, December 11th and 12th, 1948. Edited by Harold Lancour. Council of National Library Associations, 1949, 74p. $2.00.

The Task and Training of Librarians. . . . By Ernest J. Reece. New York, King's Crown Press, 1949, 86p. $1.75.

It is not inappropriate that these two publications be considered at the same time, for in some respects they have a good deal in common. The first has to do exclusively with six major questions pertaining more or less closely to education for librarianship, while the second is largely devoted to a consideration of the same field from the point of view of personnel qualifications. Both report the consensus of informal and unofficial groups of experts. Both deal, specifically, with questions of recruiting, preparation for special librarians and undergraduate library education. This, however, is about as far as the similarity between the two works goes.

The Princeton Conference brought together 36 persons (15 from library schools, eight university librarians, five public librarians, three special librarians and five others) to discuss: (1) organized interest in library education; (2) recruitment; (3) accreditation; (4) specialistic training; (5) classification and certification; and (6) placement. It was the belief of those sponsoring the conference, initiated in the first instance by the Council of National Library Associations, that previous discussion and conferences had largely ignored these subjects. A disclaimer to this belief might readily be entered. For instance, Wheeler considered recruiting and organized stimulation of education for librarianship in some detail; the B.E.L. held a conference in November 1947 on recruiting (as noted on p. 23 of the present report); and the Berkeley Conference on Education for Librarianship considered specialization and certification. But this is a minor criticism.

To provide each of the conferees with a common background and starting point for the discussions, summaries of current opinion and fact regarding each of the subjects were prepared and distributed prior to the conference. The discussions were recorded verbatim and *Issues in Library Education* constitutes an edited version of these summaries and the discussions. These latter provide an interesting, frequently thought-provoking and often verbatim report of the opinion and belief of an important group of librarians on some of the major problems facing education for the profession. Not a great deal will be found here which has not already been said or implied in one way or another in our professional literature—but, as most of us have come to realize, the chief value of conferences usually lies not so much in the new facts brought to light as in the opportunity for a meeting of minds and an interchange of opinion. And certainly the recommendations unanimously adopted are ones with which few informed persons are likely to disagree and are ones of which the profession should take heed. They are:

"(1) It is recommended that there be established a joint committee on education for librarianship, for mutual exchange of information between library schools and various professional groups. (This was a useful recommendation which has since been put into effect through the creation of the Joint Committee on Education for Librarianship.)

(2) It is recommended that the AALS Newsletter become a liaison organ for dissemination of information on education for librarianship to all groups and institutions concerned. It is suggested further that the Newsletter be expanded in scope, be issued at regular intervals, and its facilities be made available to the proposed joint committee. (Another apparently worthwhile suggestion, provided funds for expansion of the Newsletter can be secured and provided it can be much more widely disseminated than at present.)

(3) The Conference recognizes that recruitment is a profession-wide responsibility. It endorses the efforts of the Joint Committee on Library Work as a Career to obtain funds for a long-range program of recruiting for librarianship.

(4) It is recommended that the Board of

Education for Librarianship serve as the official accrediting body for library educational institutions of all types and at all levels, and that it take into consideration the interests of specialized library groups by adding suitable consultants to its membership.

(5) It is recommended that the Board of Education for Librarianship assume positive leadership, particularly during the present period, when extensive library school curricular revisions are taking place and new schools are being established, to advise and guide in programs of training, and to insure sound educational development. (Recommendations 4 and 5, while not in any respect new ideas, are certainly of great importance in view of the present variety of and experimentation in library school curricula.)

(6) It is recommended that if and when a joint committee on education for librarianship is appointed, a thorough survey be made by the committee to determine the most desirable educational preparation for special librarians, to serve as a guide to library schools in developing programs of training.

(7) It is recommended that the Board of Education for Librarianship undertake a study of the several types of undergraduate library education, in order to discover the objectives of the various programs, to find where they belong in the general scheme of library education, and how they fit into state certification plans.

(8) Recognizing the major importance of the work of the Board of Education for Librarianship in the general field of professional library training, the American Library Association and the Council of National Library Associatons are urged to seek adequate financial support for the Board's activities. (This virtual reiteration of one of Wheeler's recommendations may, we can hope, produce the results which have so far been lacking.)

(9) In consideration of the fact that a profession has an obligation to see placement provided for its members, it is recommended that the American Library Association aid in the establishment of an agency for the placement of librarians, the expense to be borne by the interested parties."

In so far as one who was not able to be present at the conference can judge, Mr. Lancour has done an excellent piece of work in what must have been a difficult job of summarizing, reconciling, and putting into readable and logical form a large amount of material.

Over the years we have been indebted to the Melvil Dewey Professor (now emeritus) of Library Service, Columbia University, for a number of thoughtful forward-looking writings in the field of education for librarianship. This latest study by Mr. Reece is no disappointment in these respects. It is, to quote the title page, "A report of a field investigation carried out in February to May 1947, to assist with curricular problems then pending before the Dean and Faculty at the School of Library Service, Columbia University." The inquiry sought to secure expert opinion on two fundamental and related questions: (1) what libraries do not do that they probably should and could do; and (2) the respects in which professional library personnel appear to be inadequate, or, positively, the skills, knowledge, attributes and attitudes needed by librarians, if the fullest potentialities of libraries are to be realized.

The technique employed was that of the interview. Some 200 persons, chiefly employers and supervisors of libraries, were consulted. The 83 principal interviewees, listed in an appendix, may be classified roughly as follows: public librarians, 27; university librarians, 14; special librarians, 11; school librarians, 7; college librarians, library school and state library personnel, 5 each; education, 3; children's librarian, 1; and miscellaneous, 5. (Many of these brought colleagues into the discussions, which accounts for the difference between the 83 and 200 figures.)

The answers which Mr. Reece's respondents have provided to the first of the two questions noted above, namely, what are the specific unexploited lines and areas of library effort possible and desirable now and for the next quarter of a century, can be given in summary without, it is hoped, doing injustice either to the investigator or to those who expressed opinions to him. So far as the libraries of educational institutions are concerned, a major lack and potentiality is held to be the proper establishment of the teaching of the use of books and libraries. Closely associated with this curricular-related activity are library opportunities for noncurricular tutoring through, and guidance in connection with, books and reading of all kinds. The primary thought here is that the librarian shall become much more of a teacher than he

has been and that teaching, rather than making collections available and providing material, would become the librarian's central function.

The scholarly and research library is capable of going much further than it has so far gone in discovering, assembling and interpreting needed materials, in organizing data, and in teaming "these activities with the study being done on a subject by scholars and specialists" (p. 10).

Public libraries are held typically to "have been little more than cooperative enterprises for pooling and spreading the book supply in a community" (p. 13); they must go much further than they have so far gone in stimulating use, in undertaking new forms of service, in serving the *whole* population, in supplying the materials for enlightened public opinion on social and political issues. Multiplication of branches and stations, house-to-house service, into-the-home delivery, discussion classes, traveling librarian-teachers, counseling about books, intensive exploitation of nonbook media, and more system and less improvisation in library operation are called for.

Having suggested in broad terms what libraries might or should do that they now do inadequately or not at all, the next question is, what must be the qualifications of library personnel? Are skills, knowledge and attributes not now generally possessed by librarians required?

Needed, and to a large extent now lacking among librarians generally, are power to evaluate books, "training that could enable graduates to bring about effectual changes in cataloging and its associated processes" (p. 20); ability to discover the actual wants of inquirers, to locate material precisely, to detect, diagnose and remedy reading difficulties, to organize and direct groups and to lead discussions, to speak and write effectively; ability in administration, in public relations, in dealing with higher authority, in developing fruitful contacts with elements in the community, in coordinating the work of the library with that of educational, civic and industrial groups; powers of analysis and judgment; a capacity for research, and ability to view one's "work in the large and with reference to its meaning and future" (p. 24).

Required and also largely lacking are a sense of purpose and direction; knowledge of the history, function, achievements, place and significance of libraries; knowledge of books, both of content and as physical entities; knowledge about the backgrounds, interests, habits and motives of readers; and knowledge of administration as a science, and of the contributory subjects of government, taxation and personnel management, as well as of sociology, psychology, education and foreign language. All this adds up in the opinion of those whose advice was sought to an "earnest and widespread conviction that greater knowledge, of kinds that have so far been slightly represented either in library schools or in the total preparation, is required by the personnel of libraries" (p. 33).

In addition to all this it is felt that librarians definitely need and are generally more or less lacking in the warm human touch, good mental endowment, a passion for knowledge, judgment, self-assurance, alertness, imagination, initiative, professional sense and obligation, emotional stability, physical fitness, patience, perseverence, energy, enthusiasm, industry, courtesy and good appearance.

Probably most people would agree that most, if not all, of these many qualifications are desirable possessions for most, if not all, librarians. It seems reasonable however, to raise some questions. How many people in *any* profession does any one of us know who possesses in high degree all of them? Can any profession expect to recruit any considerable number of persons who are such complete paragons? If not, what are the most added needed qualifications for what kinds of library work? And, finally—as Mr. Reece himself notes—can we really expect to attract large numbers of outstanding recruits so long as salaries are relatively low, provision for leaves and retirement are poor, and much of the work done even by professionals in many libraries is dull and routine in nature?

The balance of the study is concerned principally with discussion that might be summed up in the question, "What can be done about it?" The proposals and suggestions in these pages, although in the main entirely defensible, were something of a disappointment to the reviewer, chiefly because they were so largely in terms of broad generalities. It is maintained that "as concerns skills, knowledge, and even personal attributes,

the intellectual content of the basic preparation requires to be increased" (p. 44). Librarianship must and can become a true profession and it will do so if preparation for it is designed to fit the contributions which lie ahead for libraries. The programs of the library schools must pay attention to intellectual skills, they must provide substantial and extensive knowledge and they must cultivate the attributes and attitudes needed by librarians as members of a social calling. These new programs will win for the schools a clear right to a position of instruction at the graduate level. However, as no one program can prepare personnel for all types of work, "the professional library schools would be . . . turning at last to the single task of preparing the ablest librarians possible" (p. 49). How is it to be brought about, especially if the duration of the library school program continues to be approximately one academic year, as is assumed?

Consideration is given to the desirability of establishing the "traditional" library school program somewhere at the undergraduate level but—as is not surprising—no new arguments either pro or con are advanced. More important, how this program *specifically* differs, at its present best, from what is needed is not made clear.

It is suggested that improved library school programs will be likely to attract more able recruits and that our major difficulty, an undue proportion of middling, average persons, will be solved thereby. This seems debatable, again, unless conditions of employment and work in libraries approximate those of the other professions with which librarianship logically competes for personnel.

No new means are proposed for the selection of students but it is urged that those devices now in more or less regular use—examination of academic records, lists of approved colleges, interviews, intelligence and other sorts of tests, and counseling and planning before college graduation—be extended and improved.

A final short chapter suggests that there may be a number of career lines more or less closely paralleling that of librarianship—for example, reference and information work of nonlibrary "intelligence centers" such as the Foreign Policy Association, the Public Administration Clearing house, economic and opinion surveying agencies, the International Child Labor Committee—which the library schools should take into account in scrutinizing their programs. The thought here is that a single program of preparation might be designed for the two groups of positions at once, that the usefulness of library schools would be extended, that persons not interested exclusively in libraries might be attracted to these schools and that the graduate would have a wider range of employment opportunity than at present.

Comments on this idea which come quickly to mind are that, while reference and information centers of various kinds undoubtedly have something in common with libraries, the tremendous variety of the former would probably make it exceedingly difficult to design a program which would be useful and satisfactory to many and at the same time to librarianship. We seem to be having sufficient difficulty as it is in planning for our own profession alone. Further, our library school graduates today, granted an appropriate subject background, frequently *do* find employment in nonlibrary enterprises such as publishing, adult education, newspapers and the like, and more no doubt could if they wished to. Finally, for at least so long as the present shortage of librarians continues, we do not need to seek additional employment opportunities for library school graduates.

A general criticism which may be fairly made of this study is that it almost never gives us a quantitative expression of the opinions advanced. The words "many," "some," "a few," "several" and their like appear frequently, but such words give us very little idea concerning the preponderance of opinion expressed. Obviously, all of the qualifications, suggestions and so on reported are not held to be equally valuable or indispensable. Which ones are so held by half or three quarters or all of the respondents? Which are believed to be of primary and which of secondary importance by a clear majority of those interviewed? A study based on the interview technique may properly be expected to provide answers to these kinds of questions, but such answers are largely lacking here.

A doubt now and then occurred to the reviewer as to how closely familiar some of the respondents were with the *current* programs and graduates of the best library schools. Without for one moment denying

the validity, for instance, of the statements on personnel qualifications needed and their all too frequent lack, it is suggested that the total implication may be a little darker than the facts of 1949 warrant. A number of examples might be cited but one will suffice for illustration. Professional sense, obligation, attitude and general interest are held to be too generally lacking (pp. 38-39)—and no doubt they *are* in too many librarians. But, when members of recent library school classes hold 100 per cent membership in the A.L.A. and a state library association; when numbers of them, at their own expense, attend conferences and visit libraries; when, even as newcomers to the profession, many are participating actively in local, state and national committees and other professional activities, the indictment requires considerable qualification. This reviewer does not wish to appear to be in the position of defending the status quo or of saying that librarianship and education for it should not be vastly improved. It is his observation, however, that improvement and change with respect to recruits for and those admitted to library schools have recently been taking place. Full awareness of the change appears not to be reflected in *The Task and Training of Librarians.*

Nonetheless, as indicated at the beginning of this review, the volume cannot fail to stimulate the imagination and thought processes of anyone interested in the possibilities and future of libraries and librarianship.—*J. Periam Danton, School of Librarianship, University of California.*

Incunabula

Fifteenth Century Printed Books at the University of Illinois. Compiled by C. U. Faye. Urbana, University of Illinois Press, 1949. (Illinois Contributions to Librarianship no. 4). 160p. $3.00.

The indefatigable bibliographer and student of early printing, C. U. Faye, was well chosen for the work of compiling the Illinois list of fifteenth century books which now comes to take its place among the Huntington, Newberry, Morgan and other check lists of incunabula. Mr. Faye has a rare combination of linguistic facility, an extensive experience in early printed books, and a passion for the minutiae of paleotypography which have resulted in not only a well-documented list but also a thought-provoking introduction to the field.

The Illinois list numbers some 431 items including three designated as sixteenth century printing. The arrangement is that of Robert Proctor. Each country is taken in the order in which printing was established within its borders, with the cities of each country in chronological order on the same principle. Within each city, the presses of each city appear in the order of their establishment, and the publications of each press are listed according to the date of publication, insofar as this is known.

Immediately following the introduction is a list of references including the most important works useful in the field of incunabula. The specific qualities of some of these works are recorded in the first pages of the introduction. This list of incunabula is followed by a parallel listing of Hain, Copinger, Reichling, and the *Gesamtkatalog der Wiegendrucke* with the Illinois numbers. The indices include an index of printers, presses, publishers and places all in one, and an author and title index, with a concordance to the *Second Census* of Stillwell.

It is only just that Illinois, as one of the most rapidly growing university libraries of the country, should publicize its now considerable holdings of incunabula, and the production of this list adds considerable luster to the series of Illinois Contributions to Librarianship. This volume contains much more than the usual list of early printed books. In addition to the meticulous detail of identification surrounding each entry, Mr. Faye has incorporated in his introduction a theme which deserves the attention of all amateurs of early printing.

In a "Note on the Cataloging of Incunabula," the compiler first outlines the development of the now accepted authorities in this field, and notes in particular the scope of the identification work in each bibliography. The identifying elements normally include paper, typography, illustrations, foliation, binding. Some bibliographies are more reliable for one element than others; some provide greater detail, utilizing many identifying elements in

very satisfying measure. Because of his passion for detail and his well-known affection for early printing, Mr. Faye's list itself includes numerous helpful notes to distinguish the Illinois copy of variant editions. The larger part of this "Note," however, is devoted to a thoughtful consideration of the need for more complete identification of the incunabula and the place of the cataloger in this process.

It is the conviction of Mr. Faye, and he documents his case, that insufficient work has often resulted in false or, at best, inept listings of early printed works. His complaints are grouped under two heads, "Authorship" and "Identification of Texts." The problem of authorship has long been with us, and Mr. Faye's complaint on this score is a common one. His contributions here lie chiefly in his indications of a possibly more productive method of attack and in references to new sources of information. His proposals for better identification of texts essentially represent the fusion of some of the accepted methods of paleography with what is fundamentally typographical research in a product appropriately called paleotypography. Under his system, an incunabulum should be confronted with an accepted modern edition, and verification made of *content,* if not page by page, at least by chapters or parts. The acceptance of the modern established text would require universal agreement, but it is the feeling of Mr. Faye that compilations like the *Thesaurus Linguae Latinae* or the *Patrologia Latina* have adequate acceptance for comparison. Admittedly, it will be impossible to find contemporary models for comparison of some incunabula, and in such cases, the internal evidence of the text will have to be accepted.

The delicate point of the proposal is the line of demarcation (if one such exists) between the potential capabilities of a cataloger and those of a literary researcher in establishing the identity of a text, or possibly even the authenticity of a text. Mr. Faye is eminently well fitted for research work in this field, and if all catalogers were equally well equipped with languages and his kind of experience, there might well be no need to draw an artificial line. Unfortunately the vast majority of our trained catalogers are not at all equipped in this fashion, and we cannot hope for a very great change in this field. There is certainly some possibility, however, of improving the identification of incunabula by the methods proposed. It was implicit in all previous checklists of incunabula, and it is implicit in this list that the field is relatively small and a major project covering the whole field would still not be inconceivable. What Mr. Faye wants is to have all incunabula positively identified and adequately described. I am sure he would like to see a crowd of catalogers and literary researchers working hand in hand at this project, and to see it carried to completion. He has an important point at this time, because as time goes on our few remaining scholars of his kind are disappearing without replacement. Our kind of training for librarianship does not take this work into account, and I fear, as he does, that the idea will die. Perhaps here is another test for the versatility of our rapidly proliferating library schools. Perhaps they will meet this need.—*Jerrold Orne, Washington University Libraries, St. Louis.*

Foundations of the Public Library

Foundations of the Public Library; The Origins of the Public Library Movement in New England 1629-1855. By Jesse H. Shera. Chicago, University of Chicago Press, 1949, 308p. $5.00.

With the continued cultural and social development of the United States, it has befitted the public library, as an important social agency serving the needs of individual communities, to continually develop and broaden its horizons. The current trend toward increasing regionalization of libraries calls for a backward look to the earliest public libraries to understand their development and growth in "economic and social terms" in leading to the present trend.

This book by Professor Shera, of the Graduate Library School, the University of Chicago, is a social history of the Public Library Movement in New England from 1629 to 1855. The author has done an intensive job of reaching back to the earliest New England backgrounds of this country's development to show the economic and social milieu up to the

point of definite urbanization, fitting into the pattern the private and company libraries, the town and parish libraries, the social libraries, and the desire for publicly sponsored educational facilities.

The contents of the libraries of the time are not dealt with to any great extent, but short tables offer comparative bases for noting the percentile divisions of the small collections into the various book categories. A consideration is also made of the early development of a form of special library among the social libraries which attempted to cater to the particular interests of its clientele. The aversion to fiction in the above mentioned collections also led to the early institution of the circulating library.

The author then traces the development of the public library through the steps toward municipal control, significance of the Boston Public Library, the beginnings of state legislation to the causal factors in public library development. In this last, the effects of economic ability, desire of scholarship, historical research, and the urge for conservation, work with the feeling of local pride and the increasingly felt need for universal public education, the Lyceum movement and vocational needs, to the end of setting up the first public libraries.

Professor Shera proves his thesis of the library as a social agency whose functions are only definitely known when the goals of society are certain. With its excellent index, selective bibliography, documents, plates, and charts this work is a worthy contribution to the University of Chicago Studies in Library Science, and one which we can hope will lead to an extended historical study of library development in conjunction with the country's expansion.—*Harold L. Roth, Brooklyn Public Library.*

Business Information

Sources of Business Information. By Edwin T. Coman, Jr. New York, Prentice-Hall, Inc., 1949, ix, 406p. $6.00; to schools, $4.50.

Many efforts have been made to solve the bibliographic problem of organizing and listing sources of business information, but this is the first attempt to offer a critical, running commentary on the whole range of business literature. It is a courageous undertaking. As a handbook it should be very useful to students in schools of business, and, in some ways, to businessmen. It is certainly aimed at both groups. Whether this double-barrelled firing will exactly hit either group is a question that Coman at some time must have asked himself. The field of business information is large, the sources varied and occasionally obscure, and the bibliographic control inadequate. Special librarians are acutely conscious of these facts and spend many hours, and collectively a great deal of money to organize their resources to fit the particular business they serve. They know, too, that piling up references, or otherwise embarrassing their employers with the wealth of literature ingeniously discovered is seldom appreciated. Two of the requirements they have found are that the information supplied must exactly fit the particular need, and that it must be the latest.

To organize all business information for convenient use is a hopeless task. Either the coverage is broad, perhaps basic in some areas and superficial in others, or it is narrow and always shifting in time and boundary. Most bibliographies of business literature are merely handfuls of the swirling sands of fact and opinion. New facts or other theories make them vanish in the desert of the superseded.

Coman has chosen the broad coverage. In limiting his choice of materials to the basic, he has avoided the criticism of incompleteness in the areas he covers. He has handled these competently by careful selection and brief, critical and descriptive comment. Only one who has struggled with organizing for use the vast and sometimes exasperating types of business materials can appreciate the extraordinary task he undertook. There are some important areas, however, and types of informational sources he has neglected. For example, the geographic factor is only slightly touched upon in the section on foreign trade, although it is as important for

domestic as it is for foreign business. Corporation materials are slighted in both the section on financial information and that on accounting. The Securities and Exchange Commission's useful publications also are not mentioned. Another neglected source, used extensively in business, is supplementary contacts, which call for the citation of such aids as *Who Knows—and What,* and for statistics, the U. S. Budget Bureau's *Federal Statistical Directory.* In the section on advertising the directories of advertisers and agencies are not mentioned, though quite useful.

In spite of the care with which the bibliographic information was compiled, there are some errors which are hard to understand. *Public Affairs Information Service* bulletins are reported as appearing monthly instead of weekly, and the Dun and Bradstreet is listed as an annual. Surprising omissions are Nystrom's *Marketing Handbook,* Lasser's *Handbook of Cost Accounting Methods,* the more than locally useful *Directory of Directors for the City of New York,* Peterson's *Handbook of Labor Unions,* the National Association of Real Estate Boards' surveys, local real estate atlases, and that handbook useful for policy analysis, the *Flitcraft Compend.* A work of such proportions as this book must have been long in preparation, and for that reason the citation of earlier editions where later ones have been published must be due to the extreme difficulty of being sure that all entries are up to date when the book goes to press. Instances of this sort are the National Research Council's *Handbook* 1942 edition cited instead of the 1948, *Who's Who in Commerce and Industry* is noted in the 5th rather than the 6th edition; the League of Nations, Geneva, is given as publisher of the *Monthly Bulletin of Statistics,* instead of the present agency, the United Nations; the 1940 instead of the 1945 Census of Agriculture is noted on page 275; Aspley's *Handbook of Industrial Relations* is cited in both the 1943 and 1944 editions but not in the 3rd, 1948, edition. If the terminal date of compilation were mentioned in the preface, as it is not, the publication date of 1949 would not be so deceptive. Not as a matter of edition but of bringing the coverage to date, some reference should have been made to sampling, in spite of recent discredit of polling, since the technique will continue to be used in many areas of business.

It is not clear from the nature of selections what audience the book is to reach: for the businessman without formal business education the sources seem profuse and the reading at times discouragingly difficult; for the businessman professionally educated many of the books may seem too elementary and the reference to sources too vague. There is, however, a core of useful reference books for either man, and, if one or the other is not bewildered by the too generous offering, he will use and appreciate that part of the book. Perhaps two volumes would have been more convenient—one containing recommended reading for the mythical "average" businessman, and the other being a guide to business reference material. School of business students will appreciate this combination of basic reading and reference material. On the whole the book represents a good step forward in trying to help the uninitiated to master the various sources of business information.—*Walter Hausdorfer, Temple University Libraries.*

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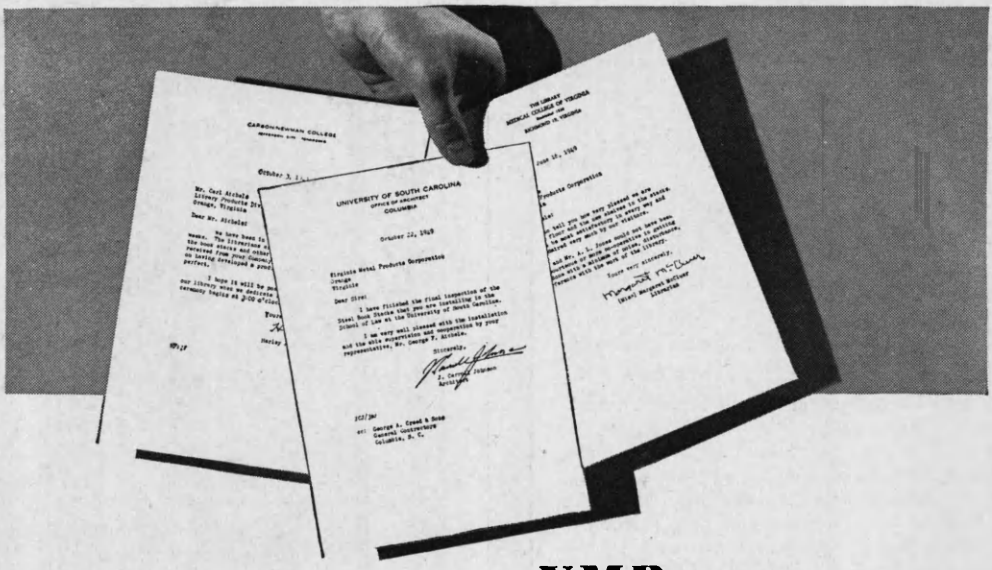

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